DOCUMENT RESUME

ED 125 377 HE 007 484

TITLE Handbook, Marlboro College, Vermont.
INSTITUTION Marlboro Coll., Vt.
PUB DATE [75]
NOTE 91p.

EDRS PRICE MF-$0.83 HC-$4.67 Plus Postage.
DESCRIPTORS Administrative Organization; *Administrative Personnel; *Administrative Policy; *College Faculty; College Students; Governance; *Higher Education; Personnel Policy; *Private Colleges
IDENTIFIERS *Faculty Handbooks; Marlboro College

ABSTRACT

Contents of this faculty handbook are academic and non-academic campus regulations, statements regarding the Privacy Act of 1974, an organizational chart, Marlboro College Community Constitution and By-Laws, Articles of Association of the Corporation of Marlboro College, and Alumni Association By-Laws. (JT)

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HANDBOOK

Marlboro College

Marlboro, Vermont 05344

802-254-2393

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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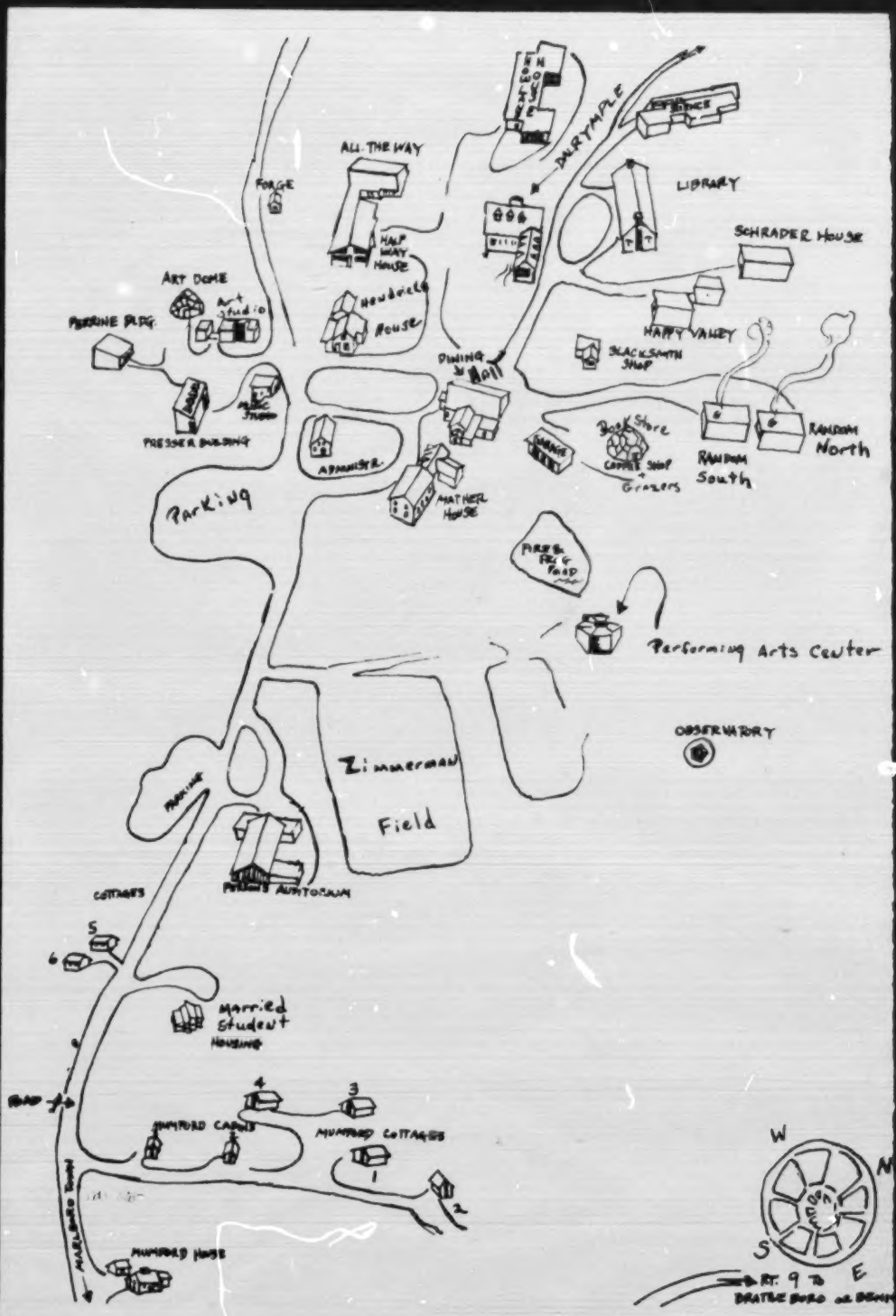
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FORGE
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SCHRADER HOUSE
ART DOME
Art Studio
PERRINE BLDG.
Woodcock House
HALF WAY HOUSE
HAPPY VALLEY
BLACKSMITH SHOP
DINING Hall
PRESSER BUILDING
MUSIC STUDIO
ADMINISTR.
MATHER HOUSE
Book Store
COFFEE SHOP
Grazers
RANDOM South
RANDOM North
Parking
Performing Arts Center
OBSERVATORY
Zimmerman Field
PRESSER AUDITORIUM
COTTAGES
5
6
Married Student Housing
4
3
MUMFORD CABINS
MUMFORD COTTAGES
1
2
MUMFORD HOUSE
W
N
S
E
RT. 9 To

CONTENTS

	Page
Orientation Week Schedule	1
Academic Calendar, Student Committees	2
Faculty and Staff Offices	3
Section I: General Information. Miscellaneous, Medical, Vegetarian Kitchen, Crews, Room Damage, Dorm Duty, Bookstore, Library, After Marlboro Office	4
Section II: Non-Academic Regulations. Registration, Motor Vehicle and Firearms Regulations, Motorcycle Policy, Medical Policy, Policy on Campus Organizations, Disclosure of Grades, Electrical Appliances, Use of Faculty/Staff Apartments During Vacations, Powers of the Dean in Disciplinary Matters	10
Section III: Academic Regulations and Information. English Requirement, Two Year Plan of Concentration, Course Registration, Credit Load and Charges, Fiscal Policy on Winterim Absences, Academic Opportunities for Faculty Spouses and Non-Academic Personnel, Student Standing and Grading, Transfer Student Policy, Course Credit, Status Changes (Leave of Absence, In-Absentia, Medical and Military Leaves), Policy on Enrollment Reservation, Plagiarism, Student Participation in Academic Decisions, Academic Counseling	16
Section IV: Privacy Act of 1974	33
Section V: Marlboro College Community Constitution. Town Meeting (Powers, Officers, Membership, Election, Responsibilities), Dormitory Committees, Community Court, Amending Constitution	37
Section VI: By-Laws of Community Constitution. Fire Commission and Regulations, Library Regulations, Firearms, Jury Trail, Safety Commission, Rooming Policy, Dining Hall Crews, TM Committees, Pet Regulations, Guest Policy, TM Scholarship, Faculty, Committees, Admissions Committee, Visitation by Outside Representatives	47
Section VII: Allocation of Powers and Responsibilities. President, Senior Deans, Faculty (Faculty Appointments & Termination, Salary, Benefits, Leaves, Retirement, Scholarship Program for Faculty/Staff Children, Housing Assistance), Business Office, Administrative Functions	56
Section VIII: Articles of Association of the Corporation of M. C.	68
Section IX: Vermont State Laws. Alcoholic Beverages, Motor Vehicles, Regulated Drugs	75
Section X: Marlboro College Alumni Association By-Laws	85

ORIENTATION SCHEDULE SEPTEMBER 1975

Wednesday, 3	Medical Staff Meeting, Silver Skates	6:00 p.m.
Friday, 5	Counseling Committee Meeting, Dalrymple	1:30 p.m.
Saturday, 6	Faculty Meeting, Dalrymple	10:30 a.m.
	Lunch - Faculty, Staff, Selectpersons	12:30 p.m.
	Selectpersons Meeting with Deans, Dalrymple	2:30 p.m.
	Picnic, Ragle Farm, Guilford	5:00 p.m.
Sunday, 7	Breakfast for Selectpersons, Dining Hall	8:00 a.m.
	Lunch, Dining Hall	11:15 a.m.
	New students arrive/register, Dining Hall	12:30 -4:00 p.m.
	President's Tea, Howland House	3:00 p.m.
	Picnic - Apple Orchard, Faculty/Staff/New Students	5:30 p.m.
	Meeting with Academic Advisors	7:00 p.m.
	Dormitory Meetings with Selectpersons	8:00 p.m.
Monday, 8	Breakfast, Dining Hall	8:00 a.m.
	ACE Questionnaire & English Evaluation, Dining Hall	9:30 a.m.
	Returning students arrive - Financial Registration	9:30-12:00 and 1:00-4:00
	Lunch, Dining Hall	12:30 p.m.
	New students meeting with President, All-the-Way	4:30 p.m.
	Supper, Dining Hall	5:30 p.m.
	Square Dance, Dining Hall	8:00 p.m.
Tuesday, 9	Breakfast, Dining Hall	7:45 a.m.
	Introductory Class Sessions	8:30 a.m.
	Lunch, Dining Hall	12:30 p.m.
	Introductory Class Sessions	1:30 p.m.
	Supper, Dining Hall	5:30 p.m.
Wednesday, 10	Breakfast, Dining Hall	7:45 a.m.
	Introductory Class Sessions	8:30 a.m.
	Lunch, Dining Hall	12:30 p.m.
	Introductory Class Sessions	1:30 p.m.
	Supper, Returning Students, Dining Hall	5:30 p.m.
	Academic Advisors dinners for New Students	6:00 p.m.
Thursday, 11	Regular Class Schedule begins	8:30 a.m.
Friday, 12	Deadline for Preliminary Course Registration	4:00 p.m.
Monday, 22	Deadline for Final Course Registration	4:00 p.m.

ACADEMIC CALENDAR FOR 1975-76

Fall Semester 1975

Sunday, September 7	New students arrive
Monday, September 8	Returning students arrive
Thursday, September 11	Classes begin, 8:30 a.m.
Wednesday, November 26	Thanksgiving recess, 12:30 p.m.
Monday, December 1	Classes resume, 8:30 a.m.
Saturday, December 13	Term ends

Winterim 1976

Monday, January 5	Classes begin, 8:30 a.m.
Wednesday, January 28	Term ends, 4:30 p.m.

Spring Semester 1976

Monday, February 2	Classes begin, 8:30 a.m.
Saturday, March 20	Spring recess begins
Monday, April 5	Classes resume, 8:30 a.m.
Sunday, May 23	Commencement

STUDENT COMMITTEES 1975-76

HEAD SELECTPERSON
Mary Coughlan

TREASURER
Fred Rowland

CLERK
John Rose

SOCIAL COMMITTEE
John Damroth
Paul Potter
Scott Hausmann

ATHLETIC COMMITTEE
Norman Paradis

LYCEUM COMMITTEE
Steve Murphy
Bob Sargent
Jim Travisano

OUTING CLUB
Tom Durgin

G.C.S.A.
Gerry Schnittman
Dan Woodbury

REP. TO ENGLISH COMM.
Jan Hamill
Wanda Ravernell

FOOD ADVISORY COMM.
Becky Bartlett
Jon Sochin
Clarisse Tatro

COMM. ON THE FACULTY
Alan McLane
Prudy Smith

REP. TO THE TRUSTEES
Cherrie Corey
Chris Rowe

CURRICULUM COMM.
Tom Bibby
Sharon Moore
Jan Hamill
John Martorella
Kathy Welling

FINANCIAL AID COMM.
Ellen Bloom
John Rose

PLANNING COMMITTEE
Ann Darling
John Hayes
Prudy Smith

COMMUNITY COURT
(students):
Jan Hamill
Alan McLane
Sandy Stout
Greg Wirtz

(faculty):
John MacArthur
Geri Rubenstein
Joe Schaeffer

SUNDAY NIGHT MOVIES
Geoffry Brown
John Knapp
Bob Sargent

ADMISSIONS COMMITTEE
Ellen Bloom
Tom Durgin
Jan Hamill
John Martorella
Chris Rowe
Rachel Weiss

Faculty & Staff Offices

Howard Aplin - Assistant Comptroller	Hendricks, First Floor
Anthony Barrand - Psychology	Science Building, Room 115
Roland Boyden, History	Dalrymple, Room 22B
Edmund Brelsford - Languages	Dalrymple, Room 35
Veronica Brelsford - Languages	Dalrymple, Room 35
Sherry Bromley - Registrar	Adm. Bldg., First Floor
Geoffry Brown - Theater	Performing Arts Center
Mary Burgess - Music	Old Music Building
Willene Clark - Music & Art History	Dalrymple, Room 37
Peter Cooper - Assistant to the President	Hendricks, Second Floor
William Davisson - History	Higley Hill Road, Marlboro
Robert Engel - Biology	Science Building, Room 213
Michael Field - Theater	Performing Arts Center
Audrey Gorton - Literature	Dalrymple, Room 32
Joanne Hayes - Dean of Students	Randow North Apartment
John Hayes - Chemistry	Science Building, Room 109
Joyce Helin - Nurse	Mather, Room 11
Halsey Hicks - Forestry	Dalrymple, Room 38
Malcolm Jones - Comptroller	Hendricks, First Floor
Richard Judd - American Studies	Dalrymple, Room 31
Clarence Kramer - Literature	Dalrymple, Room 23
Barry Lafan - Anthropology	Dalrymple, Room 26A
Timothy Little - (Associate Dean/Admissions) -History	Adm. Bldg., Second Floor
John MacArthur - Physics & Astronomy	Science Building, Room 201
Joseph Mazur - Mathematics	Science Building, Room 218
Peter Meredith - Classics	Dalrymple, Room 43
Malcolm Moore - Outdoor Program	Blacksmith Shop, Wing
Blanche Honegger-Moyse - Music	Presser Building Studio
Frances Nevins - Bookstore Manager	Bookstore Dome
John Nevins - Librarian	Library, Second Floor
Nancy Polseno - Counselor	Mather, Room 10
Thomas Ragle -(President of College) -Literature	Hendricks, Second Floor
John Roberts - Psychology	Science Building, Room 115
Geraldine Rubenstein - English & Literature	Dalrymple, Room 21
Joseph Schaeffer - Anthropology	Dalrymple, Room 26A
Robert Skeels - (Dean of the College) -Religion	Adm. Bldg., First Floor
Kathleen Smith - Nurse	Mather, Room 11
Francis Stout - Art	Art Studio
Gilbert Taylor - Design	Perrine Building
James Thomas - Religion	Dalrymple, Room 22A
James Tober - Economics	Science Building, Room 207
Thomas Toleno - Psychology	Dalrymple, Room 39
Hilly van Loon - Alumni Office	Hendricks, Second Floor
Piet van Loon - (Business Manager) -Forestry	Hendricks, First Floor
Neal Weiner - Philosophy	Dalrymple, Room 21
T. Hunter Wilson - (Dean of Faculty) -English & Writing	Adm. Bldg., First Floor
Donald Woodard - Maintenance Supervisor	Maintenance Building
Malcolm Wright - Pottery	Turnpike Road Studio, Marlboro
Jackie Yakovleff - After Marlboro Office (Financial Aid)	Adm. Bldg., First Floor

Miscellaneous Information for Entering Students

Mail is distributed twice a day during the week (about 10:30 a.m. and 4:15 p.m.) and once on Saturday morning.

Linen is distributed once a week - usually on Thursday at Dalrymple.

Laundry facilities are located in Mather, Random, Schrader, All-the-Way and Howland. Washers are 25¢ and dryers 10¢. Report uncooperative machines to the Treasurer of Town Meeting. Dry cleaning facilities are located in Brattleboro. Detergent may be purchased at the College Book Store.

Supplies such as course books, general paperbacks, stationery, art supplies, some cosmetics and personal supplies are carried at the College Book Store.

Dormitory rooms are furnished with beds, desks, chairs, and dressers. Students may purchase curtains for their rooms. Electric blankets, radios, and stereos in good working condition are permitted. Electric heaters, stoves and most other appliances are not. We wish to avoid fire hazards and unnecessary consumption of electricity. There are small but adequate kitchen facilities for snacks in most of the dorms.

Athletic activities are principally outdoor sports: soccer, rugby, volleyball, touch football, softball, baseball, downhill and cross-country skiing, rock climbing, canoeing, kayaking, camping, caving, and snowshoeing. Persons Auditorium is heated sufficiently to permit indoor games (basketball, volleyball, ping-pong) except in the most severe weather.

Motor vehicles and firearms must be registered upon arrival. To register a motor vehicle you must show proof of insurance coverage, operator's license, vehicle registration and proof of state vehicle inspection.

Pets are not permitted on campus.

Medical Care

Infirmary Services

A. The College nurse and physicians provide, during regular infirmary hours:
   1. general outpatient care for routine ailments and injuries
   2. commonly used medications and prescription drugs (provided at cost)
   3. referral to specialists when necessary
   4. routine gynecologic services, including pap smears, etc.

B. The nurse is available on a 24-hour basis, while college is in regular session, for emergency services.

Counselling Services

There is a trained counselor available for those students who need help with emotional or psychological problems. There is no fee for the initial two visits; however, there is a $5 fee for successive visits. (This fee may be waived in extenuating circumstances.)

Medical Charges

A. The Medical Fee, which is paid for by all students living on campus (including dorms, cottages, and cabins) and is optional to all others, covers all services listed under Infirmary Services.

B. Those students who do not pay the medical fee are charged by the college:
   1. nurse visit - $3
   2. doctor visit - $6

C. For special trips to Brattleboro, there is a charge of $3

D. The College Medical Insurance covers:
   1. hospitalization
   2. surgical procedures
   3. visits to other medical specialists when referred by infirmary
   4. lab and X-rays in connection with illness

E. Medical Insurance does not cover:
   1. medications
   2. dental care
   3. routine eye exams

F. Students may also be covered by their parents' medical insurance. The coverage may vary.

Except for emergencies, the infirmary services are not available for faculty and staff.

Alternate forms of medical services may be elected by an individual student, such as:

Planned Parenthood Clinic, Green Mountain Health Center, or other medical practitioners. The fees for this are NOT covered by the medical insurance or medical fee.

Vegetarian Kitchen

Any student interested in taking two meals a day outside the dining hall is invited to join Grazers, a small vegetarian kitchen. Students cook their own breakfast, and usually one or two members cook supper for the entire group. The kitchen is well stocked with nuts, fruits, grain vegetables, dairy products, and other necessities for good eating. **Grazer membership is limited to 20 students. Those interested should contact Grazers as soon as possible.**

Serving Time of Meals in Dining Hall

Monday - Friday	Breakfast	7:45 to 8:30
	Lunch	12:30 to 1:15
	Dinner	5:30 to 6:15
Saturday & Sunday:	Breakfast	8:30 to 9:00
	Lunch	12:30 to 1:00
	Dinner	5:30 to 6:00

Guest Meal Prices

Breakfast	$1.50
Lunch	$2.00
Dinner	$3.00
Special Dinner	$3.50

Dining Hall Crew

As the catalogue mentions, there are certain responsibilities at Marlboro in which all students are expected or required to take part. Dining hall crew is one of these functions. All campus students regularly eating in the dining hall, except seniors on project, are expected to serve cheerfully and happily (well, they are at least expected to serve) on crew. The dining hall crew chief has the responsibility of setting up the crews in the beginning of the year and seeing to it that they function properly. There are usually five or six crews so that you will find yourself on crew approximately two weeks each term.

Each crew member is expected to do one breakfast with another crew member. Breakfast and lunches are buffet and waiting on tables is not necessary; however, dinners are sometimes "sit-down" and the crews serve and wait on tables. Fear not if you have a class until 1:00 - you will be excused from setting up for lunch.

Hours for Crew

Monday - Friday	Breakfast	7:30
	Lunch	12:15
	Dinner	5:15
Saturday & Sunday	Breakfast	8:15
	Dinner	12:15
	Supper	5:15

Crew Fines

There is a fine of $2.00 a meal if you miss crew, and $1.00 fine if you are late after a certain time, usually determined by your crew chief. It is stated in the Constitution that if a member of the community misses three or more meals or fails to pay his fines by a certain date, he shall be taken to court (where increased fines and/or extra dining hall duties are imposed if the defendant is found guilty). These provisions will be strictly enforced.

Room Damage

The Dean of Students and a member of the business staff will inspect every student's room just before it is vacated. Any damage to the room or to the furniture and fixtures, will be charged to the student's bill. For graduating seniors no diploma will be granted and for transferring students no transfer credit will be forwarded until damage bills are paid.

Therefore, you are urged to report to the Dean of Students immediately upon moving into a room any damage to the room, furniture, or fixtures if you wish to avoid having the cost of that damage billed to your account when you move out.

Dormitory Duty

Dormitory duty is the other job which Marlboro students are expected to perform. Specific jobs for dorm duty are established by the Selectperson or Assistant Selectperson for each dormitory. Usually each member of the dorm will be on duty for one week until each member has served; then the list begins anew from the top. Dormitory duty generally and most importantly consists of keeping the bathrooms clean, for obvious health and aesthetic reasons. Also, the halls are to be kept cleaned and vacuumed. A note from the dean: "use disinfectants." When on dormitory duty, you are expected to keep the dormitory well stocked with such items as toilet paper, paper towels, liquid cleaner, sponges, light bulbs, and the like. These items can be obtained from the Business Office.

Leaving Campus

If you are leaving campus overnight, please notify someone in the dormitory of your destination in order that you may be contacted in case of emergency.

Bookstore

The Bookstore is located in the two-level dome between the utility shed and Random House. Books, plants, cosmetics, cards, art supplies, etc. are available.

Bookstore policies are:

1. All sales to students will be cash.
2. An appropriate discount on books for faculty members.
3. Fifty day charge privileges for faculty members - after which discount is withdrawn.
4. Special order service for books.
5. Quality books and merchandise.

Pet Regulations

No pets are allowed on campus.

Motor Vehicles

Regulations for the parking and running of motor vehicles on the Marlboro campus are set forth in article V of the Town Meeting By-Laws. Please note the two vehicle rule, the speed limit, and the regulations on bumper stickers and on the disposal of dead cars and motorcycles; they will be enforced by the Safety Commission.

Rice Library

The Howard and Amy Rice Library was opened in January 1965. At present, the ground floor is occupied by the Tyler Gallery, a staff work area, rest rooms, storage space and cubicles for seniors on Plan. The main floor contains the check-out desk, reserve collections, a catalogue and bibliography room, the library office, science and periodical collections, and the Stauffer Room, a general relaxation room. The top floor contains reading areas and the bulk of the present book collection.

Hours - The library is open 24 hours a day and an honor system is

used for charging out material. Everyone connected with the library is anxious that this no-closing system be retained. The advantages of the system will be clear to all. The disadvantages unhappily become clear only to those who have to clean up in the morning. We must have your cooperation.

Staff - The library is tended by the Librarian, Assistant Librarian, and a staff of four students. Any of those people should be able to help you locate specific material, instruct you in the use of reference books, and generally assist with problems arising from independent research. The library will not always have everything you need for your work; it will often have much more than you would expect to find.

Loan Period - Most books may be charged out for a period of one month and may be renewed if not requested by another reader. Any materials lost are charged at list price plus processing costs.

Reserve Books - The reserve collection, consisting of books needed for required class reading, is kept on the shelves behind the check-out desk, filed alphabetically by faculty members. Reserve books may be used in any part of the library, during the day or night. However it is imperative that reserve books not be removed from the library at any time, and that members of the community using reserve books follow all of the rules concerning those books.

Interlibrary Loan - Materials not in the Rice Library may be borrowed from other libraries through Interlibrary Loan. Such loans are a courtesy extended to us by other institutions, and we necessarily must comply with any regulations imposed by lending libraries.

Typing and Eating - Typing is only permitted in the reference room on the second floor of the library.

Food and drink is not permitted in the Periodical Room and the Reference Room. There are no other restrictions concerning food in the library other than the request that individuals clean up their messes.

After Marlboro Office

The After Marlboro Office provides information concerning a wide variety of careers, graduate programs, fellowships and admissions procedures, specific job openings and methods of seeking and finding employment. It also helps with summer employment and volunteer services for current students at Marlboro.

Section II

Non-Academic Regulations Under the Jurisdiction of Deans and Faculty

I. College Registration

Registration and bill payment with the Business Office. Room keys are issued after Business Office registration.

Consultation with the Advisor and formulation of a preliminary course schedule.

Preliminary and final course registration with Registrar.

Final course schedule must be filed with the Receptionist within two weeks after classes begin for the fall term.

There is a fee of $10 (ten dollars) for late registration with the Business Office and for late preliminary and final academic registration with the Registrar.

II. Motor Vehicle and Firearms Registration and Regulations

While the authority of the Community Government covers most regulations of a social nature, the College Administration explicitly reserves the right to regulate firearms, vehicles and internal combustion engines in addition to any regulations which the Town Meeting may pass. (For example, the Town Meeting has a full set of firearms regulations, in addition to the requirement for registration at the office.)

Automobiles and/or firearms must be registered with the Dean of Students.

Every student bringing a motor-propelled vehicle to college must have proof of the following when he arrives for academic registration: a valid driver's license, correct registration of vehicle, proof of insurance, and a valid state inspection sticker.

Insurance limits are: liability for bodily injury: $10,000 each person, $20,000 each accident, property damage, $5,000.

A two-week grace period will be allowed on vehicle inspection. College bumper stickers must be placed on the rear bumper of each registered automobile/motorcycle.

All students must obey the speed limits and restrictions as directed by the maintenance supervisor.

Failure to conform to these regulations may result in loss of vehicular privileges within the limits of the Town of Marlboro.

Firearms: Firearms must be registered by number with the College and kept and used according to the regulations of the Marlboro College Community.

III. College Policy on Motorcycles

Motorcycles at Marlboro exist on sufferance of the College Community and Administration. Because they can be annoying to local residents off campus, and because they are hazardous to careless or unskilled operators, members of the College motorcycle fraternity have a social obligation and a personal stake in ensuring that all cycles registered with the College are operated in a responsible manner. Cyclists are urged to read and adhere to the following regulations:

Any motorcycle at Marlboro must be insured according to College approved limits, and must have passed inspection. To do this, it must, obviously, be registered.

In order to preserve the general student privileges of owning and operating a motorcycle at Marlboro, every cyclist is urged to proceed from the College to Route 9 and from Route 9 to the College in a circumspect manner, producing a minimum of noise, proceeding at a modest rate of speed, and keeping an eye peeled for children, other pedestrians, and pets.

Helmets, strongly advised by Marlboro medical authority, are an essential element of personal safety. Every motorcyclist is advised to own a helmet as a condition for maintaining a motorcycle at Marlboro, and to wear it while riding. It should be noted that Vermont law requires the wearing of motorcycle helmets on all public roads.

Scrambling, testing, and off the road racing are a source of: noise, irritation and minor damage to the landscape. These activities are to be removed from the campus and conducted in abandoned fields and on isolated wood roads where they do no damage to property or tempers of bystanders. Motorcycles should not be operated on private property without the consent of the property owner. Marlboro's cyclists might consider an arrangement with a private landowner who owns a stretch of mowing or pastureland suitable for scrambling.

Failure to comply with College motorcycle policy will result in the suspension of a student's right to own or operate a motorcycle at Marlboro College.

IV. Medical Policy

All students in residence at Marlboro College fall within the bounds of the College Medical Policy and are expected to abide by the few rules which it includes. Non-resident students who elect College medical insurance and medical care assume the same obligations, with the exception of infirmary requirements. There will be a $6 minimum charge for a medical visit for those students who do not pay a medical fee to the College.

The College nurses are under the sole medical supervision of the College physicians and are obligated professionally to carry out their instructions. Those who wish to do so may choose some other physician, but should request him to relay his instructions for treatment to the nurses through the College physicians. The College physicians must be informed of medical treatment being furnished to students at all times. All students are expected to comply with the medical treatment of the College nurses.

Students are forbidden to exchange medications or to dose themselves with prescription drugs not prescribed by the College physicians. Similarly, students are expected to make their appointments with local specialists, including psychiatrists, through the College nurses so that the Medical Department has full knowledge of all treatment which any student may be receiving.

Students with minor illnesses which are not highly contagious may be confined to their dormitory bedrooms. More serious cases may be treated in the College Infirmary or in the Brattleboro Hospital. Students who fail to cooperate with the Medical Department when confined to quarters may be placed in the Infirmary. Students who do not comply with Infirmary regulations may be sent home or to the Brattleboro Hospital.

Medical excuses for class absences and permission for College meals to be carried to dormitory bedrooms is the primary responsibility of the College nurses.

The College has a serious responsibility for the health of all students, individually and collectively. Students are asked to consider the welfare of the College, as an institution and as a community, as well as their own personal well being, in responding to the medical regulations. Since medical facilities are available through the nurses, students are urged to take advantage of them at the first sign of illness.

The neglect of illnesses, the defiance of medical authority, and the misuse of certain types of drugs afflict many people of college age from time to time. While Marlboro College is generally sympathetic towards students' desires to manage their own affairs, it cannot tolerate attempts to do so

at the risk of even one student's health.

The College nurses are responsible to the Administration in arranging their schedules and reporting on the general health of their patients. They submit short daily reports and a weekly medical summary to the Dean's office and leave word when they will not be on campus and have left a responsible member of the community in charge of possible medical emergencies. The College Medical Department recognizes a responsibility to keep the Administration informed about the mental and physical health of the community and of individual students, insofar as this can be done without violating the confidential relationship of patient and physician. The nurses and the Dean of the College confer frequently, and both meet occasionally with the College physician.

V Administrative Policy for Dealing with Campus Organizations

While informal student organizations do not fall within the purview of the College administration, there are certain types of organizations for whose activities the College might be held responsible. For this reason, the Dean's office has instituted a registration requirement for certain types of organized groups. The purpose of this minor formality is not to restrain the formation of such groups, but rather to give their officers and members full liberty and responsibility for carrying out their various programs.

A College organization shall register with the Dean's office if:

1. It uses the name "Marlboro" in its title and/or
2. It invites the public to its meetings, invites outside speakers, or holds official communication with the public in any form.

In registering, the organization shall include a statement of its purposes, the name of one or more officers and a copy of its by-laws or constitution, if any.

VI The Administration will honor requests made by parents, high schools, etc. for a student's grades only with the student's permission.

VII There is a contingent deposit of $50 for breakage required of each student. Payment of any unclaimed damage to College property will be made from this fund.

VIII Electric blankets, clocks, percolators, hi fi sets, TVs, etc. (one per room) are permitted if in good working order. Most other electrical appliances are not.

IX. The Use of Faculty and Staff Apartments During Vacations

Dormitories are normally vacant and locked over vacation. Apartments (which in some cases afford entrance to dormitories) are, of course, open to their usual tenants. Such tenants, however, are asked to accept responsibility for keeping the dormitories vacant and secure (keeping the doors locked and visitors out of the dorms at all times.)

Tenants who leave the campus and permit some other person or persons to live in their apartments are asked to secure the permission of the Dean. This is essential because such persons become responsible to the College for keeping the dormitories secure. Students or former students will be approved as vacation sub-tenants only when they are deemed exceptionally responsible and mature.

The reasons for this policy are:

1. The protection of College property.
2. The ever-present pressure of students wishing to remain on campus over vacations.

X. Procedures under which the Dean of the College may suspend or expel a student without action from the Community Court or the Faculty Meeting:

The Dean may suspend from the College any student whose misconduct falls within the meaning of the provision stated below in C, until a student is brought before the Community Court, or, failing court action, for a period not to extend beyond a single term. The Dean shall act according to his own best judgment, but only after consultation with the members of the full Dean's Committee.

With the concurrence of the two faculty members of the Dean's Committee of review, the Dean may suspend for any stated period, or expel, any student whose conduct falls within the meaning of the provisions below.

Conduct for which the Dean of the College, following the above procedure, may suspend or expel a student:

1. Behavior which violates the laws of the nation, state, county, or town and is repugnant to the standards of the Vermont community in cases where the Community has failed to prosecute.
2. Behavior which constitutes a major offense under the Constitution of the Marlboro College community in cases where the community has failed to prosecute.

Further clarification of the Dean's position in the College Community:

1. While the Dean of the College is responsible and ultimately accountable to the President, Faculty, and Trustees for the general standards of order, safety and decency of the College Community, he is not bound by the separate standards of any of those persons in the performance of his regular duties as advisor to the officials and citizens of the College community government.
2. The Dean retains the obligation to grant medical leaves of absence for a definite or indefinite period on the advice of the College medical authorities.

XI Faculty Action in Non-Academic Disciplinary Matters:
(Adopted by the Faculty February 9, 1962)

All non-academic matters for which action may be required by the Faculty shall be referred by the President or acting head of the College, to the Dean of the College, and an ad hoc committee of at least two other members of the Faculty. The accused shall designate, should he so choose, one member of the Faculty to act as his defense attorney who shall be present throughout the proceedings. Should the student not designate a Faculty member, the President, or acting head of the College, shall do so.

Normally, if action is deemed necessary, such a committee shall either submit a recommendation for action to the Faculty, or if the matter is deemed confidential by the committee, the committee itself shall take action. Such action is to be reported to the Faculty at the next meeting.

During the vacation, if action regarding confidential or non-confidential matters is deemed advisable before the next Faculty meeting, the committee itself shall take such action and report it to the Faculty at the next meeting.

If action is taken by the committee alone, the action shall be reviewed by the President or acting head of the College. He may reduce the penalty, if any, or return the case for reconsideration to either the committee or the Faculty as a whole, his reasons to be given in writing.

Section III

Academic Regulations and General Information on Academic Matters
(1975-1976)

I. Requirements for Graduation

A. English Requirement:

Each student at Marlboro must demonstrate his ability to write clear, concise, grammatical English prose. He must work toward meeting this requirement until he has met it, and he must meet it, in any case, by the end of his sophomore year (60 credits). A student who fails to meet the requirement within this period, or who fails to work on the requirement as directed by the English Committee, or who makes unsatisfactory progress toward meeting it for two consecutive semesters will be discontinued until he has passed the requirement. A discontinued student may not enroll for further work at Marlboro; he is expected to do any work necessary to meet the requirement either on his own or at another institution, independently. A student who remains discontinued for two years will be considered to have withdrawn.

English Exams - At the beginning of the fall semester, the English Committee will give an examination, obligatory for all new students and optional for all returning students who have not met the requirement. Basing their decisions on the results of this exam, the Committee will notify students before final registration whether or not they have met the requirement and, if not, whether they must take College English or work with a writing tutor. All students who have not satisfied the requirement, whether assigned to College English or to a writing tutor, are required to save all papers written in all courses for possible review by the Committee. In the spring, the Committee will give a second English exam, open to all students who have not passed the requirement. Using that exam and the papers written during the year, the Committee will decide for each student whether he has met the requirement or needs further work. The Committee will be responsible for all arrangements for students entering in mid-year.

College English - Since the faculty regards the work in College English as largely remedial, the course is awarded only one credit per semester for a maximum of two credits, though students are expected to do as much work in College English as in a regular course and though they may be required to take the course for more than two semesters. While a student is in College English, he is graded F, U, or S. A grade of F indicates flagrant neglect to work on the requirement and means an automatic

discontinuance from the College. A grade of U indicates unsatisfactory progress toward meeting the requirement and automatically places the student on English probation; two consecutive semesters of U level work means automatic discontinuance from the College. A grade of S indicates satisfactory progress toward meeting the requirement; it does not mean that the writing is satisfactory to meet the requirement. Grades of U and S are temporary; when a student is passed out of College English, either because he has met the requirement or because he is directed to take an approved course, he will receive a cumulative grade for all his work in the course. A student who is passed out of College English during a semester will not receive credit for that semester unless he completes the semester.

Approved courses - An approved course is a regular academic course with extensive written work approved by the English Committee for those students who are not required to take College English but who have not passed the English requirement. Every student required to take an approved course is also required to meet regularly with a tutor for help in their writing. There is no additional credit for this work. Virtually any course not on the list of approved courses may be approved for an individual student by arrangement with the chairman of the English Committee; the only requirement for this is that the teacher of the course agree to set extra papers so that the writing for the semester is substantial (at least 25 pages). A student may receive extra credit for such extra papers at the discretion of the teacher of that course.

Fulfilling English Requirement - In addition to the English exams in the spring and fall, the English Committee considers papers from College English and approved courses all during the year. Any time a College English teacher thinks a student might pass the requirement or move on to an approved course, or any time a writing tutor thinks a student might pass, he can ask the student to collect his papers and submit them to the chairman of the English Committee. The chairman will then see that the papers are either circulated to the committee or brought to the next committee meeting. (Meetings are usually held at the beginning, middle, and end of each semester.) The chairman will notify each student whose papers are submitted of the committee's decision as promptly as practical.

Winterim - Students who need to meet the English requirement by the end of the fall semester may have until the end of the Winterim to do so. Sophomores and juniors in Clear Writing are required to meet their tutors during the winterim and it is recommended that freshmen do so. All Clear Writing students are required to submit ten pages of writing to the English Committee at the end of the Winterim.

English as a Second Language - A student whose difficulties with English may reasonably be attributed to his having learned English as a second language may have until the end of his junior year (90 credits) to pass the English Requirement. He may begin a Plan before passing the requirement if his sponsor agrees.

Transfer Students - Transfer students who have completed less than 60 credits before entering Marlboro will fall under above regulations. Transfer students who have completed more than 60 credits must meet the requirement within one semester of matriculation at Marlboro or be discontinued from the College.

B. Two-Year Plan of Concentration

1. Every student shall complete a two-year Plan of Concentration. The first year of such a Plan will normally be devoted to courses preparatory to project work. The Preliminary Plan Application is normally completed before the end of the semester in which the student will have earned 55 credits or more. It shall be approved by the Dean of the College. He may bring difficult questions to the faculty, and he shall withhold approval until members of the faculty have had two weeks to examine the application and protest to the Dean if they so wish.

It shall contain:

a. Name of sponsor and date of completion
b. A description of subject matter and objective
c. A program of work (a minimum of 20 credits) for the junior year. (N.B. Minimum credit for Plan reduced to 50 - Credit outside plan is the difference between number of credits on Plan and 120 required for graduation.

The Final Plan Application shall be completed when the student is ready, but at least one year before graduation. It shall be approved by the Dean of the College. He may bring difficult questions to the Faculty, and shall withhold approval until members of the Faculty have had two weeks to examine the application and to protest, if they wish, in Faculty Meeting after proper notice to him. Application forms are available in the Registrar's office.

Evaluation: Formal evaluation on a student's progress in his Plan shall be submitted to the Registrar in accordance with the following schedule:

a. At the end of the first semester: Grades in courses and tutorials

and a brief written statement from the Plan Sponsor.

b. Prior to the final application: A full written statement from the Plan Sponsor. Particular attention should be paid to the student's readiness for project. Sponsor should consult other faculty members concerned with the Plan before submitting statement. A copy of this statement and a copy of the Final Plan Application should be submitted to the Registrar.

c. At the end of the second semester: Grades in courses and tutorials. These are to be combined with the above written statement.

d. At the end of the third semester: A written statement from the Plan Sponsor including specific remarks on progress (or lack of it) in project.

e. Final: As at present except that the Board of Examiners shall formally include all teachers with whom the student has had substantial academic contact during the course of the Plan. Auditors may attend the oral examinations subject to the permission of the examinee and the approval of the Plan Sponsor.

2. All courses, seminars, and tutorials taken the first year on Plan must be listed, where possible, on the Plan proposal by semester with the teacher's name and the credit to be received. Students in the first year on Plan are required to register for a minimum of ten (10) credits each of the first two semesters and four for the winterim, and to complete the required work through papers, exams, etc. Grades at the end of each term of the first year will be recorded provisionally by the Registrar.

3. The bulk of the work undertaken the first year will normally be in regularly scheduled courses.

4. Academic work <u>in absentia</u> in the first year on Plan normally requires the student to be enrolled full-time at an accredited institution of higher education.

5. A student on Plan, his Sponsor, the Dean of the College or the Dean of the Faculty may request, at any time, a meeting of the principals to review the student's progress and to consider additions to, or modifications of the original Plan. Substantial changes from the original Plan must be approved by the Dean of the College or the Dean of the Faculty after notification to the Faculty. Change of Plan Sponsors specifically requires approval of the Faculty.

6. Students on Plan must be prepared to take final examinations at least three weeks before the end of the academic term in which the Plan is to be completed.

7. Outside Examiners are selected by the Deans. The Plan Sponsors and students may recommend examiners for the Dean's consideration.

8. The project may be given a weight of not less than 15% nor more than 75% of the total Plan. While the Plan Sponsor determines the weight of the project within the limits cited above, projects weighted below 25% or above 50% are considered an exception for which cause must be shown. A project may consist of a long paper or set of papers, a scientific demonstration, an exhibit or performance, or a combination of these. Upon the recommendation of the Plan sponsor, the project in a particular plan may consist of a set of written examinations on a clearly defined topic or topics.

9. Honors on Plan are to be determined by the evidence presented at the end of the final two years. Upon special recommendation of the Board of Examiners, the student may be awarded honors in a particular field.

10. The faculty allows itself the privilege of considering the exceptional, highly qualified student for a special, two-year Honors Program. Proposals for such an Honors Program must have the endorsement of both Deans and at least three faculty members. It is understood that the restrictions in the preceding guidelines need not apply.

11. The final Plan of Concentration grade report submitted to the Registrar by the Board of Examiners must be accompanied by the evaluation and one bound copy of the project thesis if required as part of the Plan. The project thesis will be forwarded to the library. A student will not be recommended for the degree until the thesis is presented to the Registrar.

12. Students who are authorized to extend their Plans beyond the end of the term when they are supposed to be completed shall pay an additional instructional fee to range from the equivalent of one credit hour to the equivalent of one semester depending on the length of extension and the degree of work required of the faculty member. For billing purposes, a Plan will be regarded as complete when all the work except the oral examination is done. Plans so extended will carry the following scale of fees for 1975-1976; $160, for the first two weeks or less; thereafter, $115 per week.

13. It is assumed that the student will make satisfactory progress within his Plan of Concentration, but the faculty reserves the right to take action up to and including dismissal for academic failure upon the recommendation of the student's advisor and the Dean of Faculty.

    a. When a student doing a Plan of Concentration receives a report of "unsatisfactory" from his faculty advisor at the end of a semester, he shall be placed on probation. If at the end of the following semester he still receives a report of "unsatisfactory" he may be dismissed from the College for academic failure.

    b. When a student doing a Plan of Concentration is, in the opinion of the faculty, making no significant effort to meet his academic responsibilities, he may be dismissed for academic failure without an intervening semester on probation, or may be asked to do an extra semester's work, on notice from the Dean of Faculty.

14. Students discontinued on Plan shall have two years to be reinstated on Plan. Discontinued students for whom the deadline has expired may petition the faculty for reinstatement but new requirements may be imposed. Students who have been discontinued for more than one year at the time this takes effect shall have one year to apply for reinstatement. Students must be reinstated on Plan no later than three weeks prior to graduation.

C. Total Credits: 120 credits are necessary for graduation.

D. Submission of a final copy of thesis (project essay) to the Registrar.

E. Payment of all College bills.

Notes and Clarifications:

1. An academic year is defined as the passing of 30 credits.
2. All current rules for good standing and probation apply to Plans.
3. Transfer credits for liberal arts courses will be accepted if grades are C or better.

4. Junior transfer students, if their previous record permits, are normally expected to go on a two-year Plan of Concentration as soon as possible after enrollment at the College. It is understood, however, that a junior transfer student whose record does not meet the standard Marlboro prerequisites for going on Plan would normally be expected to spend an extra semester at the College filling those requirements before being able to go on Plan.

General Information - Academic Matters:

A. Registration

There is a $10 fee for each late Business Office Registration, for late Preliminary Academic Registration, for late Final Academic Registration, and for improper registration. Improper registration means that the student has not registered for the same courses he is taking; any changes (i.e. dropping or adding courses or changing the name of a course) must be made known to the Registrar in the form of a course change slip which the advisor and the faculty member involved must sign. When the student is working on a Plan of Concentration, courses and tutorials should be listed, making clear which courses, if any, are outside the Plan.

Students may add a course after final registration with the approval of their advisor, the teacher of the course, and the Dean of the College. Students may drop a course up to a couple of days (date will be posted) after mid-term without the course appearing on their permanent records. After that, a grade of "withdrew passing" or "withdrew failing" will be given. If the course is not dropped by the last class before final examinations, a straight grade will be given.

B. Credit Load and Charges:

Minimum load for a full-time student is 10 credits per semester; the maximum without additional charge, 17. A student wishing to register for more than 17 credits per semester must obtain a vote of permission to do so from the faculty. This may be done through the Registrar.

A student should average 13 credits per semester and 4 credits per winterim to meet the graduation requirement of 120 credits in four years. Normally, a senior will register for 15 credits per semester.

With the exception of the last semester before graduation; a student must carry a minimum of 10 credits.

Charges for each credit in addition to maximum load of 17: $100 per credit per semester payable in advance.

For special students taking fewer than 10 credits per semester: $160 per credit per semester.

Students working on Plans *in absentia* in another institution; $195 per semester.

Students working on Plans *in absentia* not at another institution; $760 per semester; $215 per winterim.

Audit fee: $25 per course per semester for non-matriculated students.

Charges for summer work with Marlboro faculty: $110 per credit.

C. Fiscal Policy on Winterim Absences: All students enrolled for the fall semester pay the Winterim fees except seniors who complete graduation requirements including the written examinations and oral exam before the end of the fall semester or juniors and seniors whose plan applications include *in absentia* work requiring the Winterim and the spring semester to complete.

Juniors and seniors who will be enrolled spring semester but who have convincingly demonstrated in advance that *in absentia* work during the four week Winterim is essential to the completion of the Plan, is adequately supervised and has the approval of the Plan sponsor and the Dean of the College will be charged one-half tuition ($215-'75-'76). The full room fee ($85) will be assessed unless the student clears the premises of all personal belongings and forfeits room priority. The board fee ($115) is waived.

Students matriculating at the beginning of the second semester have the option of attending the winterim session upon payment of the appropriate fees.

Students readmitted or returning from leave at mid-year normally attend the Winterim session and are billed for it together with the spring semester.

D. Procedures for Faculty Spouses and Non-Academic Personnel

1. Admissions Procedures for Faculty Spouses:

a. The Dean of the College will establish admissions procedure and render final decision on all applications. Normally the Dean will consult the Chairman of the Admissions Committee, the Dean of the Faculty and the President of the College.

b. Admissions procedure may vary according to circumstances but in general will involve completion of the standard application, submission of the high school transcript, any college transcripts, a statement of reasons for wishing to attend Marlboro and at least one letter from a recent employer or teacher if appropriate.

c. Faculty spouses admitted to the College may take as many as 17 credits of work each semester without charge except for special course fees stipulated in the catalog. In other respects they are subject to all academic regulations and such Town Meeting regulations as apply to faculty.

2. Auditing and Course Credit for Non-Academic Personnel:

a. Upon approval of his or her supervisor, the teachers and the Dean of the College, a full-time employee may audit a course or courses without charge up to the equivalent of seven credits each semester and two credits each winterim; a regular part-time employee up to the equivalent of four credits each semester and two each winterim.

b. After employment for two semesters and a winterim, a full time employee may enroll without tuition charge for as many as seven credits of academic work each semester and two each winterim and a regular part-time employee may enroll without tuition charge for as many as four credits of academic work each semester and two each winterim upon approval of his or her supervisor provided the employee has been accepted for admission by the Dean of the College.

c. A "full-time" employee is defined as anyone employed by the College to work 37½ hours each week and a "regular part-time" employee is defined as anyone employed by the College to work 15 hours or more but less than 37½ hours each week of the academic year. Both full-time employees and regular part-time employees must make up the work missed during the scheduled work period.

d. The Dean of the College will establish admissions procedure and render final decision on all applications. Normally the Dean will consult the Chairman of the Admissions Committee, the Dean of Faculty and the President of the College. Admissions procedure may vary according to circumstances but in general will involve completion of the standard application, submission of the high school transcript, any college transcripts, a statement of reasons for wishing to attend Marlboro and at least one letter from a recent employer or teacher is appropriate.

D. Student Standing and Satisfactory Academic Progress:

1. Good Standing - At least ten credits at C or better.
Academic Probation - Eight or nine credits at C or better.
Liable for Dismissal - fewer than eight credits at C or better, or if not off probation by the end of the first semester.
To get off probation - The minimum credits for a semester must be met plus the deficient credits from the previous semester.

2. To ensure adequate warning and an opportunity to appear before the faculty to any student eligible for dismissal for academic failure, the following procedural safeguards have been adopted:

a. The Dean of the College shall communicate with the teacher of any student whose standing at the mid-term suggests that he may be eligible for dismissal.

b. Any student who, by procrastination, or failure to meet deadlines, is unable to furnish his teachers with an adequate basis for estimating his academic standing a week before the end of the term meeting, shall forfeit his right to advance warning for possible dismissal for academic failure.

c. However, the student's forfeiture of his right to advance warning of dismissal shall not be taken to deprive him of the right to appear before the final Faculty Meeting, provided that his status is known to the Dean before the meeting and provided that the student can be notified in advance of the meeting.

d. Faculty members are asked to inform the Dean of likely failures one week before the end of the term.

29

3. Suspension, Special Students: The faculty reserves the right to suspend or reclassify as a special student any student who qualifies for dismissal. A special student is one who is either taking less than ten credits or who is not a candidate for a degree.

4. Maximum Load: Students may not carry more than 17 credits per semester and four credits per winterim without faculty permission. Normally such permission will not be given unless the student is doing work at honors level.

5. Notification of Parents: Parents who pay bills for students will receive notice of any kind of probation, suspension or dismissal.

E. Advanced Placement: Decision to grant credit for advanced placement examinations is the prerogative of the faculty member at Marlboro in the appropriate field. Normally grades of 4 or 5 will be granted credit; grades of 3 may be granted credit. It is also within the right of the faculty member to withhold credit and grant advanced standing in its place. It is left to the student to apply for credit.

F. Grading and Evaluation of Students

1. A = unqualified recommendation for advanced work in the particular field.
   B = qualified recommendation for advanced work in the particular field.
   C = satisfactory, but not a recommendation for advanced work.
   D = unsatisfactory, conditionally passing.
   F = failure.

2. Senior Plans: Plus and minus grades with assigned quality points are given for senior plans. Quality points are assigned as follows:
   A- = 4.65
   B+ = 4.35
   B- = 3.65
   C+ = 3.35
   C- = 2.65

   Honors on a minimum 50-credit Plan of Concentration are awarded as follows:
   4.20 - 4.49 = Honors
   4.50 - 4.79 = High Honors
   4.80 - 5 = Highest Honors

3. Reports of grades and scholastic standing will be given to the student. If the student so requests, they will also be sent home. It is the responsibility of the student to inform his parents of his academic progress when such information is appropriate and desired.

4. No faculty member shall use a grading system different from that used by the rest of his colleagues without first securing approval by means of a faculty vote.

5. It is the responsibility of each teacher to see each of his students individually at least once a term, towards the end of a term, to evaluate his work. At the request of a student, a summary of this evaluation may be put in his folder.

6. Written evaluations of a student's work, in whole or in part, shall be made available to the Dean's office upon request of the Dean, student, or the student's advisor. The evaluation may remain in the student's file but will not be part of his permanent record.

7. By agreement between faculty member and student, the credits for a course or tutorial may be reduced at any time. Similarly, with the approval of the Dean, they may be increased provided the Registrar be notified in all cases.

G. Incomplete Grades: Incompletes are not given except when a medical excuse is obtained by the student from the College physician or from the Dean of the College by special permission. The medical department is expected to notify the Dean. Faculty members are asked to submit a grade to the Registrar as soon as the work is completed. If possible, a temporary grade should be given, to become valid if no other grade is given to the Registrar by the set date. Grades may not be changed after the final faculty meeting of a term without written permission from the Dean of the College.

H. Audit Courses: In order for an audit course to appear on a student's permanent record, the faculty member must indicate on the class roster that the student has attended the course throughout the term.

I. Transfer Credit:

1. Credit is given for liberal arts courses approved by the faculty in which the student has received a grade of C or better.

2. Transfer students who have earned their RN's from accredited nursing schools will automatically be granted at least 30 credits, or one year's work, toward the Marlboro degree.

3. Transfer students should check with the Registrar to find out how much transfer credit they have been given.

J. Courses:

Cumulative Grade Course: Although grades are given each semester to determine the student's standing for that semester, no grade appears on the permanent record until the end of the course. A faculty member then gives a final grade that covers all work done in the course. A student may drop the course at the end of any semester, the last grade appearing on the permanent record. The latest grade given for a cumulative course will stand for the entire course unless the Registrar is otherwise notified. Grades cannot be changed retroactively, however, if the course is dropped the second semester. Some courses may have to be taken for two semesters in order to receive any credit. To be valid the faculty member must state this on the course list.

First Year Language Courses: These are to be considered cumulative grade courses and no credit is given unless the course is taken for two semesters or their equivalent.

Course Titles: Faculty members are asked to keep titles as short and descriptive as possible, with titles within an area as dissimilar as possible. In the cases of tutorials a title should be agreed on by faculty member and student, keeping in mind that it will appear as listed on the student's permanent record card.

Special Courses

1. Theory and Practice of Teaching (Educational Resources Program): Students are allowed up to 9 hours toward graduation for work with this course, when it is offered.

2. Summer Academic Work for Credit: Marlboro College students may undertake summer academic work for credit upon arrangement with a Marlboro College faculty member. Arrangements must be completed and the Dean of the College notified before the final Faculty Meeting of the spring semester.

The faculty member will be responsible for supervising and evaluating the student's work according to the usual academic standards. The fee for the summer academic work is $110 for each credit hour, the major portion of which accrues to the faculty member.

The faculty member should submit a course title, credit, and grade to the Registrar upon completion of the course.

3. Student Teaching: Students teaching courses for credit must usually be on a Plan related to the course being given and teaching under the supervision of the Plan Advisor. Students not on Plan can participate only in co-operative team-teaching with faculty members. The Dean of Faculty and Registrar should be notified by the faculty member in charge of any courses taught by students.

4. Academic Credit for Student-taught Mini-courses during Winterim: Full credit will be given to the student teacher as well as the students for courses taught by students under the following conditions:

   a. If a faculty member, with the approval of the Dean of Faculty, assumes responsibility for general supervision, and reports successful completion of the course.

   b. If a mini-course is approved by the student curricular committee and the Dean of Faculty, and if the Dean of Faculty reports successful completion of the course.

On the recommendation of the faculty members or Dean of Faculty, partial credit will be given for courses prepared but not taught.

Grades will be entered for semester courses taught by students not on Plan.

K. Change of Status

1. Leave of Absence: If a student is not on probation, he may apply to the Dean of the College for a leave of absence. He should apply no later than six weeks before the beginning of the semester for which he wants a leave. If he wants the leave extended beyond the point for which it was given (usually not more than one year), he should write the Dean with the same six week limit in mind. Otherwise he will be considered withdrawn. Once a student has withdrawn, he must reapply for admission. Leaves of absence are not usually given during the semester except in special hardship cases with permission of the Dean.

The following guidelines are suggested to assist the Dean in rendering a decision:

1. The applicant must apply in writing at least six weeks prior to the beginning of the semester for which the leave is requested.
2. The applicant must be in good academic standing the semester immediately preceding the semester for which the leave is requested.
3. The applicant must definitely intend to return at the end of the leave period.
4. The applicant must be convinced - and so convince the Dean - that the requested leave is necessary to his academic or intellectual development.
5. The applicant must anticipate re-entry problems caused by leave-taking. Investigation of probable courses available to the applicant upon his return often proves instructive.
6. The Dean will routinely consult with the applicant's faculty advisor or sponsor.
7. Leaves are not normally granted for freshmen.

2. Student in absentia (academic leave): A student is given this status, in most cases, when he is working on his Plan of Concentration at either another institution or with an advisor from Marlboro while living away from the campus. When applying to the Dean of the College for this status (in writing), the student should make clear whether or not he will be at another institution or working through his advisor. He is asked to leave his temporary address with the Registrar.

3. Medical Leave: To be dealt with on an ad hoc basis by the Dean.

4. Deferred Graduation: Students who have completed four years of college work but have failed to graduate at the proper time because of failure to meet some specific requirement have three years to meet such requirement. After such period the student may proceed only with special faculty permission.

5. Military Leaves: Students who leave because of compulsory duty may return with the status they had when they left.

L. Transcripts: A formal transcript with the college seal must be sent directly to the institution in question. An informal transcript may be sent directly to the student. After September 1, 1972, there will be no charge for transcripts.

M. Policy on Reservation of Places for Fall Term:

The following provisions for an enrollment deposit to assure the returning student of his place at the college in September have been approved on April 1, 1974. They are intended to assist the college in planning the total enrollment, without causing undue hardship to the individual student.

1. Students who wish to return in September will be required to send a $200 deposit on or before May 1 reserving a place for the fall semester. A student's bill must be paid up for the deposit to be valid.

2. Deadline for requesting leaves of absence for the fall semester will be August 1. A student who has paid his deposit before May 1, but who is granted a leave of absence by the Dean before August 1, will have the $200 credited against his/her return from leave.

3. Students who withdraw from college after the August 1 deadline will forfeit the $200.

4. Students who plan to return, but fail to pay the deposit, take their chances on losing a place in September. After the May 1 deadline, the Admissions Committee will attempt to fill remaining places in the enrollment from the waiting list of September applicants. As long as places remain, returning students may pay their deposits and be assured a place. When all the places are filled, students who are late with their deposit will be placed on the waiting list, along with the remaining applicants accepted by the Committee.

5. After the deadline, leaves of absence will be granted by the Dean only in the case of legitimate emergency or unforeseeable personal, familial or medical hardship. Other students will be considered withdrawn from the college.

6. Only the President or acting administrator of the college will have the authority to waive the $200 deposit in cases of extreme financial hardship.

N. Faculty Resolution on Plagiarism

1. A student guilty of a serious case of plagiarism in which intent to deceive can be proven beyond a reasonable doubt shall be punished by a failure in the appropriate course, and shall be liable for dismissal from the college.

2. A student guilty of a serious case of plagiarism in which intent to deceive is absent or cannot be proved beyond a reasonable doubt shall be punished by a failure in the appropriate course.

3. A case of plagiarism is considered serious when it takes place on a paper or examination and affects the substance of that paper or examination.

O. Student Participation in Academic Decisions

Whereas students have the right to be consulted on decisions which affect the substance of their education, the Marlboro College Faculty hereby establishes the following procedure:

All policy decisions made by the faculty (specifically excluding decisions affecting the standing or position of individuals and internal procedural decisions) shall be presented by one of the selectmen to the Town Meeting or to the selectmen, and students shall be given a chance to respond in Faculty Meeting before the implementation of the decision.

P. Class Attendance:

All students are expected to attend classes in a course. Attendance policy in each class is established and enforced by the instructor.

Q. Academic Counseling:

All students have faculty advisors. First year students will be assigned a counselor from among a special faculty counseling committee. New students may change counselors within the counseling committee provided they obtain the consent of both counselors and notify the Dean of the College. During the second half of the second semester new students will choose a permanent faculty advisor. The choice is to be made known to the Dean of the College before the end of the second semester.

With the exception of the first semester, students select an advisor from among the faculty at large.

If a student plans to do most of his work with a member of the counseling committee, he is permitted to choose him as his permanent advisor, but otherwise he should choose an advisor from outside this group. Once a student has fixed on a Plan of Concentration his advisor should be the coordinator of the Plan; otherwise he is free to change advisors at any time, provided he obtains the consent of both advisors and promptly notifies the Dean of the College.

Section IV

Privacy Act of 1974

Marlboro College is required by the Family Educational Rights and Privacy Act of 1974 to inform its students, at least annually, of the following:

1. Students who are or have been in attendance at Marlboro College have the legal right to inspect and review those records maintained by the College which contain information directly related to them. Student requests to review and inspect those records shall be granted by the College Registrar within a reasonable period of time, but in no case more than 45 days after the request has been made and upon condition that the records are not removed from the office in which they are stored. The records maintained by the College to which students have legal access consist of the Permanent Record Card and Profile Card, the individual student file, the Financial Aid File, the Alumni Office File, the Alumni Donor Card File, and the Comptroller's records.

The Permanent Record Card contains the student's name, permanent address, parents' names, name of high school from which student graduated and date; name of post-secondary educational institutions attended and credits transferred, student's birth date, date of matriculation and graduation, grades and credits earned in courses, description of Plan of Concentration, changes of status and other academic information.

The Profile Card contains directory information referred to in item number 7 below.

The individual student file normally contains the application for admission and accompanying essays; letters of recommendation pertaining to admissions which were received after December 31, 1974; high school transcripts, academic records from other institutions of higher education in cases of transfer, plan applications and the evaluation of the outside examiner and other related materials and copies of any official correspondence between the College and the student and/or the student's parents or guardian.

The Placement File routinely contains a student resume, letters of recommendation, a record of prospective employers to whom copies of the file have been sent and any other materials the student wishes included in the pursuit of employment.

The Financial Aid File ordinarily contains the Marlboro College Financial Aid Application, official correspondence between the College and students and/or parents relating to financial aid matters, notice of financial aid awards, copies of loan agreements and the Parent's Confidential Statement or equivalent ACT form. Without the supporting parent's written consent, the student will not have direct access to the PCS or ACT form.

The Alumni Office File normally contains correspondence between alumni and the alumni secretary or other College officials. The Alumni Donor Card File is part of the Development Office's donor card file. It contains the date, amount and nature of gifts received from alumni.

The Comptroller's Records contain copies of College bills, correspondence between the Comptroller and student and correspondence between the Comptroller and the student's parents or guardians regarding College accounts and other matters related to payment of College fees. Students shall not have direct access to correspondence between the Comptroller and parents or guardians without the latter's written consent.

2. Permanent Record Cards, Profile Cards and individual student files are maintained by Sherry Bromley, the College Registrar, and her assistant, and are located in the Registrar's Office in the Administration Building. The Placement File is maintained by the Placement Officer, Jackie Yakovleff, and is located in the After Marlboro Office across from the Registrar's Office. The Financial Aid File is maintained by Joann Nichols, the Admissions Secretary, and is located in the Admissions Office on the second floor of the Administration Building. The Alumni Office File is maintained by Hilly van Loon, the Alumni Secretary, and is located in the Alumni Office on the second floor of Hendricks House. The Alumni Donor Card File is kept by Peter Cooper, Assistant to the President, and kept in the Comptroller's Office on the first floor of Hendricks House. The Comptroller's Records are under custody of the College Comptroller, Malcolm Jones, and his assistant, Doris DeCarolis, and are located in the Comptroller's Office on the first floor of Hendricks House.

Marlboro College does not permit access to or the release of any of the above student records, other than directory information, without the written consent of the student, to any party other than the following: Marlboro College officials and teachers when acting in pursuit of their administrative or educational duties, including a student's application for and receipt of financial aid; the persons or agencies with whom the College officially contracts for the collection of student accounts; the New England Association of Schools and Colleges and other accrediting organizations in order to carry out their accrediting functions; parents of dependent students as defined by the U. S. Internal Revenue Service; appropriate persons in connection with an emergency if knowledge of such information is necessary to protect the health or safety of a student or other persons; and authorized representatives of the Comptroller General of the U. S.; the Secretary of the U. S. Department of Health, Education and Welfare and certain other federal and state officials authorized by law. For purposes of clarification, the College will not release copies of the Permanent Record Card or other records, except directory information, to officials of other institutions in which the student seeks to enroll unless requested by the student. The student may obtain a copy of any record so released if desired and shall have an opportunity for a hearing to challenge the content of the record.

3. After exit from Marlboro College, the student's Financial Aid File is combined with his/her individual file and is removed to storage in the Dean of Faculty's office. After approximately ten years, the individual student file is removed to a storage facility located on the second floor of the Administration Building. The College has no policy for periodically reviewing and expunging such records, nor has it determined a time beyond which such records will be destroyed. The Permanent Record Card, Profile Card, Placement File, the Alumni Office File, the Alumni Donor Card File, and the Comptroller's record are retained indefinitely in the previously designated office.

4. Students who are or have been in attendance at Marlboro have the right to obtain copies of their individual student file, Placement File, Comptroller's record, Financial Aid File, Alumni Office File, Alumni Donor Card File, or any portion thereof except where noted above, at the cost of ten cents per sheet which represents the actual cost to the College for reproducing such copies. The cost of duplicating the Permanent Record Card is covered by the student's omnibus fee. Request for copies shall be made to the College Registrar.

5. Students have the right to a response from the College within 45 days to reasonable requests for explanations and interpretations of their records. Such requests shall be made to the College Registrar. Should the explanations or interpretations offered by the Registrar or other authorized record-keepers prove unsatisfactory to the student, the Registrar may initiate informal meetings and discussions with appropriate personnel to settle the dispute.

6. Should the attempt to settle a dispute by informal means prove unsatisfactory, the Registrar or student may request the Dean of the College to conduct a formal hearing. Such a hearing will normally be held within 45 days after receipt of a written request at a time and place determined by the Dean of the College. Those attending a formal hearing usually include the Registrar, members of the Dean's Committee, the student's academic advisor and other persons as appropriate. Every effort shall be made to afford the student a full and fair opportunity to present evidence challenging the content of the student's educational records to insure that the records are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights. The final decision shall be rendered by the Dean of the College in writing within thirty days after the conclusion of the formal hearing, a copy of which shall be inserted in the student's individual file.

7. Unless the Registrar is notified in writing by the student that any or all of the categories listed below should not be released without prior consent, Marlboro College may make public directory information as follows: the student's name, mailing address, telephone listing, date and place of birth, Plan of Concentration, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, academic status and the secondary and post-secondary educational institutions last attended by the student.

The term "student" refers to any student who is or has been in attendance at Marlboro College. The "release" of directory information applies to release of information over the telephone as well as information published by the College.

8. For purposes of clarification, there are student records maintained by the College to which students have no legal access. This includes but is not limited to those records created and maintained by a physician, psychiatrist or other recognized professionals except that such records can be reviewed by a physician or other appropriate professional of the student's choice.

Section V

THE MARLBORO COLLEGE COMMUNITY CONSTITUTION
(as amended through June 1975)

I

The Town Meeting of the Marlboro College Community shall follow, in general the form of the New England Town Meeting, and shall be empowered to legislate in the following matters:

A. It shall have the power to make recommendations to both the Administration and the Faculty in all areas other than those under its jurisdiction. It shall elect representatives who shall attend appropriate faculty meetings.

B. It shall formulate and enforce rulings in matters of conduct and safety, as well as rulings for the care of property in the College Community.

C. It shall elect representatives for the purpose of participating in the formulations and policies relating to the work program.

D. It shall have power to organize and maintain work projects of a profit-making nature which will not conflict with the overall program of the College.

E. It shall make decisions concerning recreation, recreational facilities, and social programs, in accordance with the general plan of the College.

F. It has final authority in the disposition of the Community Activitiy Fund.

G. It shall establish each year a scholarship fund to be known as the Town Meeting Scholarship. At the first Town Meeting in May a percentage of the Community Activity Fund which shall not be less than 10% of the total shall be appropriated for this Fund for the next academic year. In order for the Scholarship Fund to be in effect the College must match this money from funds not already budgeted for scholarship, work grant, or loan purposes. The Town Meeting reserves the right to establish the guidelines for awarding the Scholarship when it establishes the amount to be put into the fund.

Current Guidelines: These guidelines are to be used as a general guide only, not as inflexible rules for the distribution of Town Meeting Schol-

arship funds. Each case shall be considered individually, with the guidelines used primarily to establish priorities. Priority within each category will be in terms of seniority and community service. Categories are in order of priority.

First Category: Students who have demonstrated financial need such that they would be unable to meet expenses, whose need is not being met by Financial Aid Committee funds.
Second Category: Students who have assumed heavy loans in order to attend Marlboro, and students who need money for the completion of their Plan.
Third Category: Students on Plan who need to be released from their work grant jobs.
Fourth Category: Students on Plan who desire to be released from their work grant jobs.

With the exception of the replacement of work grant job funds by Town Meeting Scholarship funds, Town Meeting Scholarship funds are to be considered as above any Financial Aid Committee grants. Town Meeting Scholarship funds are not to be considered by the Financial Aid Committee in their appropriations.

Town Meeting Scholarship funds will be distributed in the spring for the following year. Twenty percent of the total available funds will be held as a reserve for unforeseen needs.

H. Town Meeting shall establish each year a scholarship fund to be called the Russell Scholarship. A sum equal to not less than half the Town Meeting Scholarship will be appropriated for this purpose. In order for this scholarship fund to be in effect, the College must match this money from funds not already budgeted for scholarship, work-grant or loan purposes. This Scholarship is to be distributed under the present terms of the Russell Scholarship.

I. It shall have representatives on each policy shaping committee of the faculty.

J. The "Spore Amendment" (April 15, 1968)

1. Town Meeting shall not establish religion or prohibit the free exercise thereof.
2. Town Meeting shall not abridge freedom of speech or of the press.
3. Town Meeting shall not abridge the right of its members to assemble peaceably or to petition it for redress of grievances.
4. Town Meeting shall not legislate personal or collective external political opinion.

II

The College Community shall include students and their spouses, faculty members and their spouses, permanent staff, and trustees when present. The Moderator may extend to visiting associates and alumni full privileges while they are at Marlboro College.

III

The officers of the Town Meeting shall be:

A. Moderator: To be elected for a four week period at the last Town Meeting of the preceding term of office. This shall be the first order of business at that meeting.

B. Selectpersons:

1. Town Meeting Constitutional Amendment, Article III, Section B 1 reads as follows:

There shall be one selectperson elected by the students residing in each dormitory, one selectperson elected by the residents of Cottages 1 through 4 and the Mumford Cabins, one selectperson elected by the residents of Cottages 5 and 6 and Married Student Housing, one selectperson for every twenty students living off campus (the number of selectpersons will be rounded out at ten or more off campus students), and a selectperson-at-large elected by the College community. The selectperson-at-large shall act as chairman of the Board of Selectpersons and must live on campus during his term of office.

2. Selectpersons shall be elected as follows:

a. Nominations for selectperson-at-large shall be made at the first Town Meeting in May, and posted for the week following. Elections shall be held on the first three days of the following week, supervised by the Board of Selectpersons, following the pattern of the Australian ballot and checklist. Upon request, selectpersons shall provide absentee ballots. The results shall be posted as soon as possible.
b. Incumbent dormitory or off-campus selectpersons shall be eligible as selectpersons-at-large.
c. Nomination of the off-campus selectperson shall be made in a caucus of those entitled to vote and shall be posted for one week. Elections shall be held by a procedure similar to that for electing the selectperson-at-large. The incumbent off-campus selectperson shall conduct the election.

d. The dormitory elections for selectperson shall be conducted by the incumbent selectperson of that dormitory, or by any selectperson, and shall be held by any method the dorm wishes to use. Should a selectperson leave his position for any reason, a person who shall assume the responsibilities of selectperson shall be elected as soon as possible, for a period of one week, at the end of which time a permanent selectperson shall be elected. The term shall expire on the date stated below. A person elected to fill the remainder of the departing selectperson's term shall be eligible for re-election.

e. Terms of selectpersons shall be as follows: First Selectperson and all other selectpersons one full year; the election taking place in December. No selectperson may be re-elected.

3. The functions of the selectpersons include:

a. The leadership of the community, with a view to its general well-being.
b. Responsibility for the proper exercise of those powers which have formally been delegated to the community government.
c. Representation for the interests of the students to the faculty, the officers of the administration, and other bodies.
d. Advising and counseling individuals as may seem appropriate.
e. Maintenance of pleasant and hygienic conditions on campus.
f. Enforcement of community by-laws and dormitory rules.
g. Keeping the officers of the administration duly informed on matters which affect the long-run interests of Marlboro College such violations of law other than those in the previous clause.

4. The Board of Selectpersons shall:

a. Meet regularly at announced times while the College is in session, provide opportunity for any member of the community to discuss matters with the Board.
b. Summon and attend Town Meetings and prepare agenda and report on the doings of the Board.
c. Attend open meetings of the Board of Trustees and the Faculty.
d. Meet with officers of administration at least every other week while college is in session.
e. Cooperate with the Dean of the College in the orientation of new students.
f. Meet with the Dean of the College before the beginning of

each semester to make room assignments and to decide all questions of priority.

g. Appoint a member to the Fire Commission, the Legal Committee, the Safety Commission, and other bodies.

h. Appoint auditors to examine and report upon the form of the accounts of the Community Activities Fund.

i. Advise the President of the college on nominations to the Community Court, and to college committees in which students participate.

j. Recommend a College Activities Fund Tax Rate to the last Town Meeting of the year.

k. Insure that all elections within the Community take place at the time and in the manner stipulated.

l. Attend any dormitory meetings at the request of the dormitory selectperson.

m. Act as Grand Jury in the presentment of community charges against individuals before the court.

n. Supervise and appoint, for an indefinite term, after consultation with the President, the Dean of the College, the Business Manager, a dining hall crew chief, whom the College shall pay an appropriate stipend (similar to the highest work grant). The duties include: detailing dining hall crews and crew captains, supervising the good order of the dining hall, and cooperating with the Business Manager and the dietitians in the kitchen on dining hall matters, and conveying to them requests and suggestions from members of the community.

o. Supervise the dining hall crew chief.

p. Nominate and appoint, with the consent of the staff, one student to serve as both fire chief and the head of the Safety Commission.

q. Appoint from the Board or otherwise, a prosecutor before the Community Court; and may appoint a special prosecutor for any particular case at their discretion or at a request of the prosecutor. The prosecutor shall undertake all cases presented to him by other members of the community. An appointed prosecutor may refuse a case if he so desires.

r. Nominate with the consent of the Associate Dean, from a list of students who have applied to the Associate Dean for a position as Town Meeting representative to the Admissions Committee, a list of candidates from which Town Meeting is to choose six.

s. After consultation with the guest have the right to declare any non-member of the community <u>persons non grata</u> and deny visiting privileges to that person for a stated period of time. This decision may be appealed to the Community Court.

5. A Dormitory Selectperson shall:

   a. Serve as a member of the Board of Selectpersons.
   b. Call and preside over dormitory meetings, initiate appropriate legislation, and maintain a record of the proceedings.
   c. Hold dormitory elections, at the time and in the manner stipulated, (in cooperation with the Board of Selectpersons), should he/she or a majority of the dormitory members so desire.
   d. Have the power to appoint a deputy selectperson in his dormitory.
   e. Preside over the Dormitory Committee, if any.
   f. Enforce dormitory rules and Town Meeting by-laws within the dormitory.
   g. Ensure the cleanliness (in cooperation with the Dormitory Committee, if any) of bathrooms, hallways, common rooms, kitchens and other public parts of the dormitory.
   h. Cooperate with the Fire Chief in matters of fire safety.
   i. Perform such other duties as may be inferred from the functions listed above.
   j. In general act as dormitory leader.

6. The selectperson-at-large shall have a special position of leadership and general responsibility for the well-being of the community as a whole.

C. Treasurer and Clerk:

1. The Clerk and Treasurer shall be elected at the same time as the Head Selectperson in May by a majority vote for one year.

2. The Treasurer shall:

   a. Maintain the accounts of the Community Activities Fund, and submit them to the auditors. The audited accounts shall be handed to the Town Clerk for inclusion in the annual Town Meeting report.
   b. Obtain the advice of the auditors as to the form of the accounts.
   c. Maintain an inventory of all durable equipment acquired by the community, with an account of its present estimated value, and a list of the names of those responsible for its safe keeping.
   d. Render to the Town Meeting an account of the current state of the C.A.F., at the request of two members of the community, provided that 48 hours notice of the request shall have been given.

e. Obtain from the business office, as needed, the proceeds of the community affairs tax, according to the appropriations made by the Town Meeting, and obtain receipts from the recipients.
f. Obtain from the chairperson of the community committees their requests for appropriations for the coming academic year, not later than the 7th of May; and to add them to his own requests for washing machines (etc.) expenditure and miscellaneous items, including charity and other causes not directly related to the well-being of the community; and transmit the whole budget to the Board of Selectpersons for its approval and for the setting of a tax rate.
g. Receive from the clerk of the court, the crew chief, the fire chief and from all others through whose hands receipts due to the C.A.F. pass, such sums as are due, and give receipts for them.
h. Examine all requests for supplementary appropriations not specified in the budget, and place them on the agenda of a Town Meeting with or without his endorsement. He shall not be authorized to pay money from the C.A.F. unless the appropiation has been so placed upon the agenda, except in those cases where by the ruling of the moderator a situation of extreme emergency has arisen.
i. Be bonded for $3000. He may, by his discretion, and at his own financial risk, make disbursements from the C.A.F. in emergencies when in his opinion such disbursement may reasonably be expected to be validated by a subsequent Town Meeting.
j. He shall receive an expense account equal in amount to his community tax.
k. Attend open faculty and trustee meetings with the selectpersons.

3. The Clerk shall:

a. Keep the minutes for the Town Meeting.
b. Post a list of the offices and officers of the Town Meeting, the committees and their chairpersons and membership, any proposed amendments to the constitution, by-laws, or announcements so designated by the Town Meeting or the procedures of Town Meeting.
c. Serve as chairperson of the Legal Committee.
d. Selectpersons, clerk and treasurer shall constitute a permanent body to meet with the administration, faculty or trustees in matters involving the question of jurisdiction.

e. Selectpersons, clerk and treasurer may be recalled by: a petition signed by two-thirds of the group he represents followed by a two-thirds affirmative vote of the Town Meeting. Such an officer shall have at least one week's notice.

4. Heads of Budgeted Committees:

Shall be elected at the same time as the treasurer and clerk.

5. No person may be nominated for a Town Meeting office unless he is present at the meeting when the nomination is made or unless prior consent to the nomination has been given.

IV

Town Meetings

A. There shall be at least one business meeting every other week during the academic year for the purpose of conducting the affairs of the community. In conducting the meeting, the moderator shall have power to make a final decision, but twenty-five per cent of those present may insist on the adoption of "Robert's Rules of Order." A motion to this effect shall take precedence over all other business, and shall be voted upon immediately.

B. The Board of Selectpersons may call a meeting any time. A meeting shall be called upon written petition of twenty per cent of the college community.

C. The selectpersons shall post a warning of all business to come before a meeting twelve hours in advance of such a meeting.

D. One-third of the total number of active faculty and students shall constitute a quorum for the conduct of all regular business.

V

Dormitory Committees

The residents of each dormitory may organize a dormitory committee. The committee shall consist of the selectperson, who would be its chairperson, a deputy selectperson appointed by the selectperson, and three members elected by the residents. The dormitory committee would assist the selectperson in running the dormitory. In particular, the committee will have the authority to impose minor penalties for the infraction of house rules. Penalties may include extra work detail, fines not to exceed $10, payable to the C.A.F., and, for non-residents, exclusion from the dormitory for periods of up to two weeks.

The offender may appeal from the dormitory committee to the community court.

VI

Community Court

A. The court shall consist of seven members, four students and three faculty members. A quorum shall consist of any three student members and two faculty members or more. Members may serve successive terms. Nominations to the court shall be made by the President after consultation with the deans and the selectpersons. At least six student nominees and at least six faculty nominees shall be placed before the last Town Meeting in May, from which group the Town Meeting shall elect three faculty judges and four student judges for the coming academic year. There shall be no nominees from the college administration.

B. In addition, the selectperson-at-large or his representative, the Dean of the College, or his representative, the student whose case is being heard and his advisor shall normally sit with the court during the hearing, but not during the deliberation of the court.

C. The court at its discretion may declare hearings open, but normally they will be closed.

D. All parties to a hearing shall be notified at least 24 hours in advance of the time, place, and subject matter of the hearing.

E. Jurisdiction of the court shall include the following:

1. Violation of the rules promulgated by the Town Meeting.
2. Theft or destruction of the property of the College or others.
3. Conduct prejudicial to the best interests of the College.
4. Violation of library rules.
5. Contempt of court.

F. The court may impose penalties of fines, extra duty, restriction off-campus, suspension, expulsion, or similar penalties. For serious offenses the court may expel for the first offense. Penalties are final. However, in cases of expulsion the student may appeal to the President, who upon appeal shall institute a formal review which shall fully protect the rights of the appellant.

G. The court shall appoint one of its members to keep a record of its hearings and decision.

VII

The Constitution may be amended as follows: The proposed amendment shall be offered and read at one Town Meeting, and acted upon by the next, after an interval of at least one week. The amendment shall be approved by not less than a two-thirds majority of those present at said meeting, and by not less than one-third of the total active faculty and students.

A. Other community matters shall be regulated by by-laws passed by a majority of the Town Meeting. The amendment or repeal of a by-law may be proposed at one meeting, but may not be voted upon until the following meeting.

B. The grant of authority to the Town Meeting by the faculty rests on a general assumption that a code of civilized behavior, suitable to adult citizens of a democratic community, will be followed by all members of the Marlboro College community.

C. In those proceedings which now require a vote of one-third of the total number of faculty and students and in which the faculty will not vote because the issue is to come before the faculty meeting, the one-third requirement will be reduced to one-third the total number of students.

Section VI

BY-LAWS

Article I: Fire Commission

A. The Fire Commission is appointed as follows:

1. Two members, including the chairperson, from the faculty or staff appointed annually by the President.
2. One selectperson appointed annually by the Board of Selectpersons.
3. One fire chief, who is also head of the Safety Commission, appointed annually by the Board of Selectpersons with the consent of the staff.
4. Two deputy fire chiefs with approval of the remainder of the commission.

B. The appointing authority shall have the power at any time to remove for cause and/or replace a member of the commission.

C. The commission shall see that adequate fire prevention measures are taken by the community. The fire chief shall be responsible to the commission for the efficiency of the fire department. Responsibilities and regulations shall be written out and distributed as considered appropriate, but copies shall always remain publicly on file in the office.

D. Violations of the commission's regulations may be taken before the community court.

E. The administration must reserve the right to make changes in fire regulations to conform to the instructions of insurance inspectors, the State Fire Marshall's office, and similar outside authorities. As a matter of course, however, fire regulations passed within the College community gain their authority from ratification to the Town Meeting by the Fire Commission.

F. Fire department crews will be selected at random from the roster of male students. Two new crews will be picked each semester, one at the beginning and one at mid-term.

Article II: Fire Regulations

A. It is unlawful to:

1. Disobey the fire chief, his deputies, or members of the Fire Commission in matters regarding fires, fire safety, or fire drills.

2. Park in the area between the kitchen and Mather House, within a fifteen foot radius in the back of the fire house, or in any other established and posted fire lane.
3. Tamper with or misuse any fire equipment or electrical fixtures.
4. Remove or use any fire equipment, including the extension ladders around the fire house, without express permission of the fire chief or either of the two permanent members of the Fire Commission.
5. Use candles or any type of open flame burners, or to store flammable liquids or chemicals (except alcohol under 100 proof) in dormitories, except when approved by the fire chief during an emergency.
6. Use of any non-metallic waste baskets.

B. The fire chief and his deputy are empowered to enforce these regulations. All violations shall be taken directly to community court. In the event that the court finds a verdict of guilty, in cases of the established regulations one through six, it shall levy a fine of not less than ten and not more than twenty-five dollars, or a work job as the court sees fit.

C. Turning in a false alarm, whether accidentally or deliberately, is unlawful and is punishable when the accused is found guilty by the community court, by a penalty deemed appropriate by the court under authority granted it in the Marlboro College Community Constitution.

D. The Fire Commission shall impose a fine of five dollars upon any member of the College community who, when on campus, fails to appear for a fire drill or a fire.

E. Fines accumulated due to violations of the fire department regulations will be to the Fire Department Fund.

F. A copy of the fire regulations will be posted in each dormitory, and members of the College community shall be responsible for informing their guests of these regulations.

Article III: Library Regulations

In order to maintain the library reading room as a place for quiet reading and study, the Town Meeting voted that:

A. There shall be silence at all times in the reading room.

B. When the librarian and staff are present, they be delegated the power to impose a work penalty of one hour's work in the library.

C. In the absence of the librarian or staff, offenders should be reported to a selectperson, who may take action deemed necessary, up to and including the initiation of court action.

D. Second offenders should, in any case, be brought before the court.

E. Eating and/or drinking shall be permitted in the library with the exception of the room containing art books and music facilities and in the catalogue and bibliographical room.

Article IV: By-Laws Regarding Firearms

A. All firearms in possession of students and on the College campus must be registered with the dean's office at the beginning of the fall semester or of the first semester of residence at the College.

B. The discharge of firearms within two hundred yards of any College building, or the pointing of said firearms at any building, is prohibited.

C. The carrying or possession of loaded firearms within two hundred yards of any College building, is prohibited.

D. The possession of explosives within any College building is prohibited.

E. The discharge of firearms between one-half hour after sunset and one-half hour before sunrise is prohibited.

F. The misuse or negligent handling of firearms is prohibited.

G. Violations of the statutes of the State of Vermont with respect to firearms, by the students of Marlboro College, will be considered as violations of the By-Laws regarding firearms of the Town Meeting.

H. Firearms may not be carried openly in any public building or area on the campus of the College. Namely: Dalrymple, the dining hall, the blacksmith shop, the dormitory common rooms, or in any other public area that may be built in the future. Firearms may not be carried openly in the Administration Building except for the purpose of registration.

I. Safety Zone signs shall be posted at the discretion of the administration. Namely: the field below and beside Parsons Auditorium and the Administration Building, the field below and beside Howland House, and the field behind Dalrymple and Happy Valley and Schrader. Also adjacent to any such building or areas as the administration sees fit.

J. Fines for violations of the above rules shall not exceed $50 per violation. The fines may be set at the discretion of the College court.

Article V

In cases involving Town Meeting fire regulations, dining hall crew, firearms, fire and library regulations, a defendant, if pleading guilty, may waive his right to a jury trial. An appeal of crew or library fines shall be made to the court sitting without jury.

Article VI

A. A Safety Commission shall be established.

1. The Commission shall be composed of six members: the Dean of Students, two students appointed by the Dean of the College, the maintenance supervisor, one selectperson elected by the Board of Selectpersons, and the chairman.
2. The chairman of the Commission, who is also the fire chief, is nominated and appointed by the Board of Selectpersons with the consent of the staff.
3. At its discretion, the Commission may hold open or closed meetings.
4. The Commission, after due consideration of any report made to it of a violation of those regulations under Town Meeting concerning the use of motor vehicles, the use of firearms and explosives, and any potentially dangerous equipment or actions, which the Town Meeting may so designate as being within the Commission's jurisdiction, shall submit, if a majority of the Commissions's members so decide, all evidence and its recommendations to the prosecutor for action by the Community Court.
5. In all cases where a violation has been or is about to be punished before a recognized court of law, the Commission shall avoid recommending double punishment, except in cases of repeated offenses, or in cases where the Safety Commission is convinced that the strict protection of the Marlboro community necessitates disciplinary action.
6. The Commission shall review all pieces of proposed legislation concerning motor vehicles, firearms, and pets that come before Town Meeting and give its recommendations. Also, the Commission may initiate legislation.
7. The Commission shall sponsor each year a Green-Up Day at Marlboro.

B. It shall be unlawful to:

1. Park in areas prohibited by the maintenance supervisor.
2. Drive off the established roads of the campus without the permission of the maintenance supervisor.
3. Drive while intoxicated.
4. Drive the vehicle of another person without that person's explicit consent.

C. It is requested that all motor vehicles be kept off the campus with the exception of necessary deliveries and emergencies. Vehicles should be parked in the lower parking lot, leaving the flagpole lot free for visitors and prospective students. A small swinging gate may be erected in front of Hendricks House. This ban shall be in effect from the end of mud season to the first snowfall in fall.

D. Off-campus complaints from Windham County may be tried in Community Court.

E. No student may own or maintain more than two motor vehicles on campus.

F. Vehicles or engines may not be placed or operated in any college building without explicit permission of the maintenance supervisor and the Dean of Students

G. Dead cars and motorcycles must be removed from the campus within two weeks of breakdown or will be towed at the owner's expense.

H. Any member of the Safety Commission shall have the power to take any necessary action upon violation of regulations duly passed by the Town Meeting concerning the presence of pets on campus. (See Article XI)

Article VII: Rooming Policy

A. Requests for room changes must be made in writing to the Dean of Students at least one week before the end of a semester.

B. Priority for room assignments shall be determined by the following, in descending order of importance:

1. Seniors on Plan
2. Number of terms at Marlboro
3. Credit toward graduation
4. Note: Mumford Cabins are assigned on the basis of the groups applying.
4. Note: Married student housing priority:
   a. married students
   b. married faculty
   c. single students
   d. single faculty

Also, all proposed tenants for MSH and for Mumford Cabins are to be reviewed by the Dean's Committee, which will determine whether they are suitable as tenants. This will include the new Mumford Cottages.

If priority for a specific room cannot be determined by the above criteria, the room shall be assigned by lot.

The sole exception shall be assigning a single room for medical reasons, by the Dean of Students acting on the strong recommendation of the medical staff.

E. During the term, room changes may be affected with the consent of both parties involved in the change, and of the selectperson of the dormitories involved.

F. Allocation of rooms during the school year by priority is restricted to those rooms which become vacant; all rooms will be allocated anew at the beginning of each academic year. No one can be forced to move from his room except as outlined in G below. For purposes of figuring priority, number of semesters in residence at Marlboro shall be construed to mean of total semesters and not consecutive semesters. Also, transfer credits do count and are computed at C level for quality point determination.

G. A person with a regularly assigned room cannot be moved from that room without his consent. The only exception to this rule shall be:

1. Medical recommendation as in D above.
2. A student on Plan who has the approval of his plan advisor for a single.

H. Room changes should be made before, and not immediately after, a vacation begins, and rooms assigned to entering students must be stripped and cleaned by the former occupant before a vacation.

I. Co-education Living:

1. All dormitories (except as in 2 below) shall be co-ed.
2. Designation of one dormitory as all-male and one as all-female shall be made by the selectpersons and the Dean of Students.

Article VIII: Dining Hall Crews

The dining hall crew chief, appointed by the Board of Selectpersons with the approval of the Dean's office, shall have the authority to form and

maintain kitchen and dining hall crews and shall appoint from among students who eat regularly in the dining hall the crew members who will serve on each crew. A crew member is required to arrive for each meal at the time specified by the crew chief. Faculty and staff members are encouraged to help on crews as time permits.

Article IX: Committees Under Town Meeting

A. The clerk of Town Meeting shall keep posted a list of those holding office or committee membership under Town Meeting.

B. The Lyceum Committee arranges Friday evening informal lectures and has an eye out for the general cultural welfare of the community.

C. The Social Committee is responsible for arranging dance weekends, movies, square dances, and other entertainment.

D. The Athletic Committee handles all problems concerning athletics including procuring and maintaining equipment, scheduling and arranging for games, and advising the administration on athletic policy.

E. Legal Committee maintains and publishes a record of all rules affecting the Marlboro College community as regards conduct and discipline (but not curricular matters).

F. The Town Meeting maintains the washers and dryers in Schrader, Howland, Random North and under the kitchen.

G. All Town Meeting committees and Town Meeting representatives to faculty committees shall give formal reports to the Town Meeting . These reports shall summarize the problems currently being dealt with by the committee and its plans for future action. These reports shall be presented by each committee, after clearing each report with the selectperson-at-large, at intervals of not more than every other regular Town Meeting, and time shall be afforded after each report to permit brief discussion by the community.

Article X: Pet Regulations

No pets are allowed on campus, in the Mumford House, cabins, cottages or married student housing.

Article XI: Guest Policy

A. Every visitor to the campus must have a host.

B. Every on campus overnight visitor must have a sleeping accommodation in a dormitory bedroom.

C. The selectperson of the dorm in which the visitor is staying must be notified by the visitor's host.

D. The host is responsible for the actions of all his guests. This includes visitors who do not stay overnight.

E. No guest may stay overnight on campus if his host is absent from campus.

Article XIII Town Meeting Scholarship (See II, G for current guidelines)

A. The Town Meeting Scholarship is to be awarded by the Financial Aid Committee to a current and returning upperclassman, preferably one who is working on a Plan of Concentration and is in good standing.

B. It may be awarded to more than one person.

C. The percentage of the Community Activities Fund which Town Meeting appropriates shall not be less than ten per cent.

Article XIV: Representatives on Faculty Committees

A. The Town Meeting shall have two representatives on each policy making committee of the faculty.

B. These representatives shall be elected by the Town Meeting or appointed by the Board of Selectpersons, as the Town Meeting so directs.

Article XV: Admissions Committee

Students equal in number to the yearly appointed faculty members of the Admissions Committee shall be elected by the Town Meeting for a term of one year. The Australian ballot and checklist pattern will be followed. The yearly election will take place during spring semester.

The slate of candidates will be drawn up by the Board of Selectpersons in consultation with the chairman of the Admissions Committee. Students wishing to be considered should apply to the chairman of the Admissions Committee and should be at least in their second semester of the College. The Town Meeting has the right to reject the slate of candidates approved by the selectpersons and the chairman, and to override any rejection of any candidate made by them.

All Town Meeting representatives to the Admissions Committee must serve a two-week notice in the event of their wishing to leave the committee. The chairman should then post information concerning the opening as soon as possible. Nomination and election of candidates shall proceed as outlined above, and will take place within two weeks after openings occur.

Article XVI: Representatives of Business, Government, Education and Social Action Groups

A. The Marlboro College campus shall be open to all representatives from business, government, education and social action groups, provided that there is a demonstrated community demand.

B. In the event that the College is contacted by such a representative, a notice to that effect will be posted for one week. If one or more students indicate interest, the representative will be invited and hospitably received.

C. The school will initiate contacts with representatives from any group or organization if students show interest in talking with a representative.

Section VII

ALLOCATION OF POWERS AND RESPONSIBILITIES
(President, Senior Deans and Faculty)

I. THE PRESIDENT

1. The President is appointed by the Board of Trustees and is responsible to the Board for the general management of the College.

2. The President serves at the will of the Board of Trustees subject to the provisions of the law and charter.

3. The President is ex officio a member of the Board of Trustees, the Faculty, and the Council of Academic Advisors.

4. The President is directly responsible to the Board of Trustees for the financial and business administration of the College, and for its relation with other communities, both civil and academic.

5. Jointly with the Faculty, the President is responsible to the Board of Trustees for the Academic Program of the College within the objectives of the College as determined by the Board, and for maintaining order at the College.

6. The President acts as chairman of the Faculty.

II. THE DEANS' OFFICES

1. The senior deans are appointed by the President with the approval of the Board of Trustees. The President may terminate the appointments after formal notification to the Board.

2. Dean of Faculty

   a. The Dean of Faculty administers the academic program as formulated by the Faculty.
   b. The Dean of Faculty arranges with members of the Faculty the terms of their appointments.
   c. The Dean of Faculty has authority to resolve questions of academic jurisdiction within the Faculty.
   d. In the absence of the President, the Dean of Faculty presides at Faculty meetings.
   e. The Dean of Faculty is ex officio a member of the Council of Academic Policy Committee.

3. The Dean of the College

   a. The Dean of the College administers those student regulations not delegated to the Town Meeting or to other administrative officers.
   b. The Dean of the College is the chief administrative and faculty liaison with the officers of the Town Meeting, and is ex officio chairman of the Dean's Committee.
   c. The Dean of the College, or an assistant in his office, acts as chairman of the Admissions Committee, which establishes admissions procedures and admits students within standards established by the Faculty.
   d. The Dean of the College supervises the counseling of students, is ex officio chairman of the Counseling Committee, and is responsible for administering the medical program.
   e. In the absence of the President the Dean of the College is responsible for the general administration of the College, and in the absence of the President and the Dean of Faculty presides at Faculty meetings.

III. THE FACULTY

1. The Faculty consists of the President, the Senior Deans, the Librarian, the Associate Dean, and regular and visiting members who are appointed to give instruction for academic credit.

2. Jointly with the President the Faculty is responsible to the Board of Trustees for the Academic Program of the College within the objectives of the College as determined by the Board. Specificially, within these objectives the Faculty is responsible for:
   a. formulating academic policy
   b. establishing academic standards
   c. formulating admissions policy
   d. establishing admissions standards
   e. recommending candidates for degrees

3. Jointly with the President the Faculty is responsible to the Board of Trustees for maintaining proper order at the College. In general, the Faculty legislates and the President administers. It is understood that the President and Faculty traditionally delegate to the Town Meeting much of their authority to maintain proper order. Authority not specifically delegated remains with the President and the Faculty. Once delegated, authority cannot be withdrawn except by formal action of the Faculty or the Board of Trustees. Before taking effect, organic changes in the delegated powers must be reported to the Board of Trustees by the President, but functional changes not altering the principle or substance of the delegated powers need not be.

4. Decisions of the Faculty are taken in an official meeting by a majority vote of those present and voting, fifty percent of the active Faculty members not on leave constituting a quorum, except that a motion to dismiss a student must be carried by a majority of those present. Official meetings of the Faculty are normally scheduled fortnightly during the academic year, but may be called by special notice of at least 24 hours in term time or of two weeks out of term time by the President or acting chairman, or upon formal petition by five members of the Faculty.

5. Should the President, the Dean of Faculty, and Dean of the College be unavailable, the President may designate an acting head of the College. Should this not have been done, the senior member with longest service on the Faculty will act as head of the College and preside at Faculty meetings.

6. All Faculty members, unless exempted or specifically excused, are expected to attend Faculty meetings and meetings of committees to which they are elected or assigned, commencements and other formal occasions.

7. All Faculty members are responsible to the President and Dean of Faculty for their work in course, for submitting course descriptions and evaluations of students' work when called for in accordance with such forms and standards as the Faculty have approved, and for meeting classes as scheduled.

8. Appointment and reappointment to the Faculty:

   A. Terms:

      i. An initial appointment to the Marlboro Faculty shall normally be for a term of one year, renewable for a second year if agreed by the College and the Faculty member.

      ii. The two initial one year terms may be followed by two successive three year terms if agreed to by the College and Faculty member.

      iii. Faculty members shall not be appointed for a third three year term. The two successive three year terms may be followed by an appointment for an indefinite term; however, an appointment for an indefinite term may be made at any time. The College incurs no contractual liability for failure to renew any of the term appointments or for failure to appoint to an indefinite term.

      iv. Faculty members on a term appointment for the following academic year or Faculty members on an indefinite term shall

notify the College prior to March 1 if they plan to leave at the end of the current academic year. Otherwise they are under contractual obligation to the College.

B. Procedures for making and terminating appointments:

i. Appointments shall be made by the President after recommendations of a Committee on the Faculty as established by the Faculty except that the Dean of Faculty shall serve as chairman ex officio.

ii. Appointments for an indefinite term may be terminated by either the following procedures:

a. By following AAUP guidelines in force at the time for the dismissal of tenured Faculty members.

b. By notice in writing from the President 21 months before the termination is to take effect. A Faculty member shall have the right to be heard by an ad hoc, elected Faculty Committee of five, three of whom shall have been at the College for at least eight years. If the Faculty member elects to exercise this right, the judgment of the Committee shall be final.

c. Criteria: The criteria for recommendations by the joint committee and decisions by the ad hoc committee shall be:

1. Effective Teaching
2. Sound Scholarship
3. Fulfillment of non-academic obligations to the College and the College community and a proper regard for colleagues and students.

If the question of burden of proof arises it shall be on the Faculty member before the Committee on the Faculty and on the administration before the ad hoc Faculty committee of five.

C. Review:

i. A formal review of the performance of a Faculty member holding an initial one year appointment may be deferred until the fall semester of the second year unless the Committee on the Faculty determines that a formal review during the first year is in order. Otherwise the performance of a Faculty member on a term appointment shall be reviewed by the Committee on the Faculty during the fall semester of the last year of the appointment. The Committee shall report in writing to the President before the final faculty meeting of the term and the President shall notify the Faculty member in writing of his decision before Christmas.

ii. The performance of members on indefinite term shall be reviewed by the Committee on the Faculty every five years. The Committee shall report to the President with or without recommendation.

iii. The performance of staff members who are also members of the Faculty, except for the President, shall be reviewed by the Committee on the Faculty during the third year and thereafter during every fifth year. The Committee shall report to the President with or without recommendation. Reviews of the President remain in the hands of the Board of Trustees.

D. Part Time Appointments: Part time appointments and the appointments of Faculty members over 65 shall be on an annual basis, but the administration shall conform as closely as possible to the above procedures.

9. Non-teaching Responsibilities of the Faculty

A. Committees

Normally a Faculty member will be appointed by the President to serve on one or more of the following standing committees:

Admissions, Planning, Dean's Committee, Financial Aid, Lectures, or Scheduling.

The Faculty elects members to serve as representatives to the Board of Trustees (2), as members of the Committee on the Faculty (3), and as members of the Steering Committee (3).

From time to time Town Meeting or other organs of the Marlboro Community will elect or ask Faculty members to serve on committees or in some other special capacity. Unless there are good reasons to deny such requests, Faculty members are expected to assume such additional responsibilities.

B. Advising

All members of the Faculty share the responsibility for advising and counselling students. Except for the first semester of a student's residence at Marlboro, when advisors are assigned by the Dean of the College from among members of the Dean's Committee, students and faculty are free to agree mutually to enter into this relationship and so signify to the Dean of the College.

The primary duty of an advisor is to guide the student in his academic program, to approve his schedule of classes, and to make certain he

is adequately prepared to go on Plan. Subject to the overall supervision of the Dean of the College, an advisor may also counsel a student in other areas.

10. Salary and Benefits for Faculty

A. The Board of Trustees has approved the following salary range for full-time regular faculty members at Marlboro, with the intention that it be put fully into effect by the 1974-75 academic year. *

Specific salaries will be related primarily to teaching experience at Marlboro and elsewhere, though special needs of the College or unusual competence will also be taken into consideration.

Year at Marlboro	Normal Salary
1 - 5	$8,000 - $11,000
6 - 10	$11,000 - $15,000
11 or more	$15,000 - $17,500

* Full implementation has been deferred with the understanding of the faculty.

B. Retirement Program (TIAA-CREF)

Participation (Section I)

All present employees of the College who so elect and all future employees of the College shall participate in the plan if on 1 September, 1962, or on any date thereafter, the employee meets all of the following eligibility requirements:

Have attained age thirty or completed three years of continuous employment. The words "continuous employment" shall include absences because of illness or disability, or on a leave of absence approved by the president not to exceed two years, and service in the Armed Forces of the United States or any of its allies or alternate service not to exceed two years, provided the employee returns to the employ of the College within six months of the date of his eligibility for discharge or release from the Armed Forces. The preliminary service period will be waived for an employee otherwise eligible who already owns a retirement annuity contract issued by Teachers Insurance and Annuity Association.

Is a full-time member of the faculty or major administrative officer on an indefinite tenure or term of employment, and/or such other officers as the Trustees of the College may from time to time designate either by title or by employee to be eligible provided they meet the other eligibility requirements specified.

The Trustees of the College may exempt a person otherwise eligible hereunder from participation in the plan. The Trustees of the College may furthermore permit less than full-time employees of the College to participate in the plan provided they otherwise meet all the eligibility requirements herein specified.

Retirement Age (Section II)

Except as provided in Section III, all participants in this retirement plan shall retire at the end of the academic year in which they attain age sixty-five herein called normal retirement age. Subject to the approval of the Board of Trustees, a participant may retire prior to normal retirement age, but the College shall not thereafter be obligated to make any contribution on account of such employee from and after the date of his actual retirement.

Extension of Service (Section III)

Non-administrative and administrative academic appointments may be made beyond the normal retirement age on a year to year basis until the end of the academic year in which the faculty member attains the age of 70. During this period such faculty member may elect either college retirement benefits or to continue the retirement payments and have the College do likewise. After 70, faculty members may be appointed on a year to year basis at less than half-time and half-pay.

Contributions (Section IV)

Each participant in this retirement plan shall contribute five percent of his regular monthly compensation; Marlboro College shall deduct each contribution from compensation payments, add five percent of each participant's regular monthly compensation as its contribution, and apply the combined sum to the purchase of retirement benefits for the participant as follows:

1. At the election of the participant, an even % down to 25% of such combined sum will be forwarded to Teachers and Annuity

Association as a premium for a TIAA retirement annuity contract on the participant's life.

2. The balance, if any, of such combined sum will be forwarded to the College Retirement Equities Fund as a premium for a CREF retirement annuity certificate on the participant's life.

Leave of Absence (Section V)

During leave of absence on part pay, Marlboro College will continue contributions on the same basis as during previous year if the participant does likewise.

Contracts (Section VI)

Each TIAA retirement annuity contract and CREF certificate issued in accordance with Section IV of this plan is for the sole purpose of providing a retirement and/or death benefit and is the property of the individual participant.

Repurchase (Section VII)

In the event a participant in TIAA or TIAA-CREF leaves the employ of Marlboro College for reasons other than retirement or disability and requests repurchase of his annuity, Marlboro College will approve such repurchase provided it meets the conditions under which TIAA-CREF will repurchase annuities automatically, and provided that the participant consents, and that the portion of the repurchase value attributable to College contributions shall be paid to the College by TIAA-CREF.

Amendment (Section VIII)

While it is expected that this plan will continue indefinitely, Marlboro College reserves the right to modify or discontinue it at any time.

Effective Date (Section IX)

The effective date of this retirement plan shall be September 1, 1962.

C. Insurance Program

All faculty members are eligible for New Hampshire-Vermont Blue Cross - Blue Shield membership at their own expense. If a faculty

member subscribes to this medical coverage, the College, at its own expense, supplies a major medical expense coverage through TIAA; if not, such coverage is still available at the faculty member's expense.
(Details of the insurance programs will be furnished by the Business Office.)

D. Sabbatical Leaves

In accordance with policy adopted by the Board of Trustees, sabbatical leaves at full salary will be granted for one or more semesters as determined by the following rules of eligibility: one semester immediately following the conclusion of six years of active duty as regular member of the college faculty; thereafter one semester after each five years of active teaching; in addition one winterim at the conclusion of every three years of active teaching.

Faculty members who have become eligible for sabbatical leaves may apply for longer leaves at reduced salary or for longer leaves at greater intervals.

Applications for such leaves must be made to the President at least one semester before the semester(s) when the leave is to commence. Should teaching needs at the College or other circumstances make the granting of such a leave impossible, the faculty member whose leave is deferred shall be given priority when leaves can again be granted. Other things being equal, the faculty member with the longest period of uninterrupted active teaching shall be given priority.

E. Leaves Without Pay

After three years of service regular faculty members may apply for leave of absence without pay for periods up to two years. Application for such leaves must be made to the President, who in granting such leaves will consult with the Dean of Faculty and the Committee on the Faculty to insure that the granting of such leave will not jeopardize the teaching program at the College. Normally requests for such leaves must be made at least one semester before the semester during which the leave will commence.

F. Maternity Leave

Full-time employees of the College are eligible for sixty days of paid maternity leave.

G. Scholarship Program for Faculty and Staff Children

Subject to acceptance by the Admissions Committee, all children of the following faculty and staff are entitled to free tuition at Marlboro: regular full-time faculty members; senior staff (those appointments which require trustee approval); and the next level of staff (defined as the Assistant Comptroller, Dean of Students, Registrar, Assistant Business Manager, Assistant to the President, and Associate Dean) who have six years of service at Marlboro.

Children of senior faculty or senior staff and of the next level of staff as named above, who are enrolled at other colleges or post high school vocational schools, are eligible for a tuition grant not to exceed $1,500 per year, which grant will be continued so long as the student remains in good standing but in no case for more than four academic years or the equivalent in part time study for children enrolled at other colleges or two years for children enrolled at post high school vocational schools, or the equivalent, or until the child receives an undergraduate degree if that occurs sooner, in no case over $6,000. A maximum of $3,000 will be granted any family in one academic year.

If funds are available, the president, with the approval of the Board of Trustees, may award such grants to children of other faculty members.

The faculty or staff member requesting such aid shall make preliminary application in writing to the president on or before January 1 and final application on or before July 1 of the year in which tuition payments are to be made for the school year commencing in September. Applications must contain the following information: child's name, age, college chosen, amount of aid applied for, and the number of years for which it is anticipated the aid will be needed. Applications must be renewed for each year in which aid is requested.

Preliminary notice of approval of the grant and the amount thereof shall be furnished to the faculty member on or before March 1 of each year in which aid is requested, and final notice on or before July 30 of such year.

H. Housing Assistance

The College does not normally furnish housing for faculty, but will make every effort to assist faculty in locating appropriate housing.

The Housing Authority (Business Manager, Dean of the College, Dean of Faculty) is responsible for allocation of college owned housing for all faculty, staff and students. In conjunction with the Business Office, it sets rental rates for individual housing units.

Limited funds are available to faculty for housing purchase loans. Regular full-time faculty members are eligible to apply for such loans after three years of active teaching at Marlboro. Application for such loans must be made in writing to the President.

I. Professional Memberships and Travel

The College provides no funds for membership in professional organizations by individual members of the faculty.

Limited funds are available for travel to professional meetings. Application for such funds must be made to the Dean of Faculty.

J. Other Benefits and Privileges

A faculty member may request of the chairman the privilege to appear before the Board of Trustees.

Members of the faculty and staff who are on campus at mealtime in pursuit of their duties are entitled to their meals. This privilege is extended to members of their families on special occasions approved by the Dean of the College or the President. Members of the faculty and staff may be entitled to other meals if arrangements have been made through the Dean of Faculty or department head, as appropriate, as part of their salary agreements.

IV. THE BUSINESS OFFICE

1. The senior business officers are appointed by the President, the appointments becoming effective upon confirmation by the Board of Trustees. The President may terminate these appointments after formal notification to the Board.

2. The Comptroller is responsible to the President for budget planning and control, accounting and the bursary.

3. The Business Manager is responsible to the President for the operation and maintenance of the plant, the operation of the kitchen and store, and purchasing.

V. ADDITIONAL ADMINISTRATIVE FUNCTIONS

1. In addition to duties specified above, additional duties consistent with the office may from time to time be assigned a dean or business officer by the President.

2. With the approval of the Board of Trustees, the President may from time to time create other senior administrative positions, appointment to and termination of appointments to the positions being made as to the other senior administrative offices specified above. The duties of the positions will be specified by letter from the President to the appointee at the time the appointment is made.

3. Junior administrative positions may be created from time to time by the President with the approval of the Board of Trustees. Appointment and termination of appointment to these positions are made by the President after consultation with the senior administrative officer concerned, with duties specified by letter from the President.

Section VIII

ARTICLES OF ASSOCIATION
of the
CORPORATION OF MARLBORO COLLEGE

We, the subscribers, of full age, hereby associate ourselves together as a Corporation under the laws of the State of Vermont to be known by the name of

THE CORPORATION OF MARLBORO COLLEGE

for the purpose of maintaining an educational institution offering instruction in courses of college grade, and awarding to the students satisfactorily completing the same the degree of Bachelor of Arts, Bachelor of Science, Master of Arts or Master of Science or such other equivalent degree as shall be voted by the Trustees:*

A. The Corporation shall also have the following powers:

1. To award suitable academic degrees to persons other than students who, in the judgement of the Trustees, have earned and become worthy of the same through outstanding leadership or achievement in any of the fields of humanities, letters, liberal arts, the sciences, government, education, administration, philanthropy, or other worthy endeavor.

2. To acquire by gift, grant, devise or purchase real or personal property located within or without the State of Vermont; to buy, sell, encumber, mortgage, pledge, lease, invest, compromise, settle or otherwise procure, hold, manage, or dispose of property and rights therein and to borrow money.

3. To enter into contracts and agreements, and to engage, employ, retain or procure services necessary and proper to carry on and conduct its educational, financial, and business affairs.

4. To solicit for and accept subscriptions, gifts, devises, and bequests of funds or other property necessary or proper for the accomplishment of its purposes.

5. It shall have a corporate seal, may sue and be sued, appoint agents, and perform any lawful act which is necessary or proper to accomplish its purpose.

B. The affairs of the Corporation shall be conducted by Trustees who shall be the members of the Corporation.

* amendment 6-18-48

1. There shall be such number of Trustees, not less than three (3), of whom two shall reside in the State of Vermont, as shall be elected by the members of the Corporation for a stated term of years. The President shall be a trustee ex officio, and the Alumni President may be elected as a trustee for a one year period. In the year 1963 one-third of the other trustees shall be elected for a two year term, one-third for a four year term, and one-third for a six year term. Thereafter, all trustees shall be elected for stated terms not exceeding six years, in such manner that as far as practicable the terms of one-third of the trustees shall expire every two years. Trustees shall be eligible for re-election at the expiration of their stated terms. **

2. The officers shall consist of a President, a Chairman of the Board of Trustees, a Treasurer, a Clerk, and such other officers as the Trustees shall from time to time determine proper. The first officers may be elected by the Incorporators at the first meeting, to hold office until their successors are chosen. The Clerk shall be a resident of Vermont and be chosen by the members of the Corporation. Except as aforesaid, the officers of the Corporation shall be elected at the Annual Meeting of the Trustees, and shall hold office until the next Annual Meeting, and until their respective successors are elected and qualified unless sooner removed by the Trustees. Vacancies in any office may be filled by the Trustees at any regular or specially called meeting. The President and Chairman of the Board shall always be Trustees, and the other officers may be.**

3. All other matters concerning the conduct of the Corporation for the accomplishment of its purpose shall be managed by or under the direction of the Trustees, who shall adopt By-Laws for the government of themselves, their faculty, administration, and students, and may delegate part or all of their powers, rights, and privileges to an Executive Committee, consisting of not less than three (3) of their number, in the interim between Annual Meetings.

The principal office shall be located at Marlboro, in the County of Windham in the State of Vermont.

The Corporation shall be a non-profit Corporation without capital stock, and no Corporator, Member, Trustee, or Officer shall ever participate in any of the profits thereof; but compensation for services rendered may be contracted for and awarded by the Trustees. This Corporation is not organized for profit.

** amendment 10-26-63

WHEREAS, in accordance with the provisions of No. 139 of the Acts of 1941, there have been submitted to the State Board of Education, hereinproposed corporation to be called the Corporation of Marlboro College, seeking among other things the power to confer such degrees as are therein specified, and a petition signed by a group of the incorporators of said corporation, in behalf of themselves and the other incorporators thereof, praying for findings and a certificate by the Board in accordance with Section 3 of said Act, and

WHEREAS said petitioners were by said Board given an opportunity to be heard, and submitted data to show the qualifications of such proposed corporation to provide instruction and that it is capable of maintaining the educational standards necessary to warrant it in conferring such degrees as are sought to be conferred by said Articles,

NOW, THEREFORE, after consideration of the data submitted and of the result of such other inquiry as said Board in its opinion deemed necessary to make findings,

THIS BOARD FINDS AND CERTIFIES: that in its opinion such proposed corporation is qualified to provide instruction and is financially capable of maintaining the educational standards necessary to warrant it in conferring such degrees.

IN WITNESS THEREOF said Board has caused these findings and this certificate to be signed in its behalf by Ralph E. Noble, its Secretary, this 16th day of December, 1946.

STATE BOARD OF EDUCATION

(signed)

By Ralph E. Noble
Its Secretary

BY-LAWS of THE CORPORATION OF MARLBORO COLLEGE

ARTICLE I

Section 1. NAME. The name of the Corporation shall be The Corporation of Marlboro College.

Section 2. PLACE OF BUSINESS. The Corporation shall have its principal office and place of business at Marlboro, Windham County, Vermont and may have such other places of business as may be designated by the Board of Trustees.

Section 3. SEAL. The Corporation shall have a seal consisting of a circular die with the words "Corporation of Marlboro College Vermont 1946" cut or engraved thereon. *

Section 4. FISCAL YEAR. The fiscal year of the Corporation shall be from July 1 of each year to June 30 of the succeeding year. **

ARTICLE II

Section 1. QUALIFICATIONS. Any person shall become a member of the Corporation by being elected as a Trustee by the Incorporators at their first meeting. Thereafter any person shall become a Member by being elected as a Trustee at any annual or special meeting of the Members. A person shall cease to be a Member when he ceases to be a Trustee. ***

Section 2. ANNUAL MEETINGS. The annual meeting of the Members shall be held during the month of August of each year. The specific time and date that such meeting shall be held during the month of August shall be annually determined by the Chairman. In the event that such an annual meeting be omitted by oversight or otherwise during the month of August, a subsequent meeting may be held, to be designated as the postponed annual meeting, and any business transacted or elections held at such postponed meeting shall be as valid as if transacted or held at the annual meeting. Such postponed meeting shall be called in a manner provided for special meetings of the Members. ****

Section 3. SPECIAL MEETINGS. Special meetings of the Members may be held upon the call of the Chairman, the President or a majority of the Trustees or of the Members.

Section 4. NOTICE. Notice of the annual meeting of the Members shall be given by the Clerk at least ten days prior to the date thereof, by the mailing to each Member at his last known mailing address of a notice stating the time and place of such a meeting. Notice of special meetings of the Members shall be given by mail, telegraph or telephone or personally, not

* amendment 3-22-47
** amendment 2-15-63
*** amendment 7-6-52
**** amendment 8-19-61

less than three days prior to the date of such meeting. The notices of special meetings shall include a statement of the objects for which such meetings are called.

Section 5. QUORUM. At any meeting of the Members a majority of the whole number of Members or seven members if seven be less than a majority shall constitute a quorum, but a less number may adjourn any meeting from time to time and any such adjourned meeting may be held without notice. When a quorum is present at any meeting, the vote of a majority of the Members present in person shall decide any question brought before such a meeting, except as otherwise provided by law or by these by-laws.

Section 6. BUSINESS TRANSACTED. At all regular meetings of the Members any business may be transacted which may legally come before such meeting, but no business may be brought before a special meeting which has not been previously stated in the call therefore.

Section 7. ORDER OF BUSINESS. The order of business at a meeting of the members shall be as prescribed by the presiding officer.

ARTICLE III

TRUSTEES

Section 1. NUMBER, ELECTION, POWERS, DUTIES. The business and property of the corporation shall be managed by its Board of Trustees, who shall be of such number, not fewer than three, as may be elected from time to time by the members in accordance with the Articles of Association. The first trustees shall be elected by the incorporators. The President shall be a trustee ex officio, and the Alumni President may be elected as a trustee for a one-year term. In the year 1963, one-third of the trustees shall be elected for a two-year term, one-third for a four-year term and one-third for a six-year term. Thereafter, all trustees shall be elected for stated terms not exceeding six years, in such manner that as far as practicable the terms of one-third of the trustees shall expire every two years. Trustees shall be eligible for re-election at the expiration of their stated terms. *

Section 2. ANNUAL MEETINGS. The annual meeting of the Board of Trustees shall be held immediately following the annual meeting of the Members.

Section 3. SPECIAL MEETINGS. Special meetings of the Board of Trustees may be held at any time or place whenever called by the Chairman, the President or at least two Trustees, upon reasonable notice as hereinafter provided, or at any time without formal notice provided all Trustees are

* amendment 10-26-63

present or those not present waive notice thereof in writing.

Section 4. NOTICE OF MEETINGS. Notice of annual meetings of the Board of Trustees need not be given, but notice of special meetings shall be given by mail, telegraph or telephone or personally not less than three days prior to such meetings. Notice may be waived as above provided.

Section 5. QUORUM. A majority of the Trustees legally elected and qualified, or seven Trustees if seven be less than the majority, shall constitute a quorum, and the vote of a majority of the Trustees present at any meeting shall decide any questions brought before it.

Section 6. Eliminated, Amendment 10-26-63.

Section 7. POWERS. The Board of Trustees shall have the entire management of the business and affairs of the Corporation. It may create a committee or committees and may delegate power and authority hereto. It may delegate authority and power to officers in the management and control of the properties, business and affairs of the Corporation itself. It may adopt by-laws, not inconsistent herewith, for the government of itself, its faculty and students.

ARTICLE IV

OFFICERS

Section 1. ELECTION AND APPOINTMENT. The officers of the Corporation shall be a Chairman of the Board, a President, a Treasurer and a Clerk. The Board of Trustees may in their discretion from time to time elect or appoint a Vice-President or Vice Presidents, a Secretary, or such other officers as may be necessary to meet the requirements of the Corporation. The first officers shall be elected by the Incorporators. Thereafter the Clerk shall be elected at the annual meeting of the Board of Trustees. All officers shall hold their office until the next annual meetings of the body electing them and until their successors have been elected and qualified, unless sooner removed as herein provided. All officers, agents, and employees elected or appointed by the Members, Trustees or officers shall be subject to removal at any time by the body or person which or who elected or appointed them. One individual may hold more than one office save that the President and any Vice President shall be separate individuals, and the Clerk shall not be Chairman, President or Treasurer.

Section 2. CHAIRMAN OF THE BOARD. The Chairman of the Board shall be a Trustee and shall preside at all meetings of the Members and of the Trustees. He shall have general supervision and control of the business and financial affairs of the Corporation and shall perform such other duties as the Board of Trustees shall from time to time designate.

Section 3. PRESIDENT. The President shall be a Trustee and, in the absence of the Chairman, shall preside at all meetings of the Members and of the Trustees. He shall have general supervision, management and control of the educational activities of the College and shall see that all orders and regulations of the Board of Trustees concerning the same are carried into effect, and shall perform such other duties as the Board of Trustees shall from time to time designate.

Section 4. VICE PRESIDENT. The Vice President, if any, shall perform the duties and exercise the powers of the President in his absence or during his disability, and shall perform such other duties as the Board of Trustees shall from time to time designate.

Section 5. TREASURER. The Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books of the Corporation. He shall deposit monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Board of Trustees. He shall disburse the funds of the Corporation as may be ordered by the Board, taking proper vouchers for such disbursements. He shall render to the Chairman and the Board of Trustees at their annual meeting or whenever they may require it an account of all his transactions as Treasurer and of the financial condition of the Corporation. If the Board of Trustees require it he shall give a bond for the faithful performance of his duties. All checks and other commercial paper shall be signed in the manner and by the officer or officers or other persons as may be directed by a resolution of the Board of Trustees.

Section 6. CLERK. The Clerk shall keep accurate minutes of all meetings of the Members, the Board of Trustees and any standing committees that may be appointed. He shall have the custody of all corporate documents. He shall be responsible for the filing with proper officials of all documents required by law to be filed by the Corporation. He shall perform such other duties and exercise such other powers as are prescribed by laws of the State of Vermont or as the Board of Trustees shall from time to time designate.

Section 7. OTHER OFFICERS. Any other officers elected or appointed as herein provided shall hold their offices, perform such duties and exercise such powers as may be designated by the body or person electing or appointing them.

Section 8. VACANCIES. In the event of the death, resignation, removal or disqualification of any officer, the Board of Trustees may choose a successor at a special meeting called for that purpose, which successor shall hold his office until the end of the unexpired term.

Section 9. COMPENSATION. No member, Trustee or officer shall receive any compensation or other benefit from the Corporation except a salary paid for services properly rendered to or for the benefit of the Corporation or in payment of expenses incurred in the service of the Corporation.

ARTICLE V

AMENDMENTS

Section 1. These by-laws may be amended, altered or repealed at any annual or special meeting of the Members by the vote of a majority of the Members present, provided that notice of the proposed amendment, alteration or repeal be given in the notice of any special meeting. The Board of Trustees may amend, alter or repeal these by-laws at any special meeting called for that purpose, but any by-laws so amended, altered or repealed shall be subject to review at the next annual or special meeting of the Members, at which time the action of the Board of Trustees shall be ratified or rejected by the Members.

Section IX Vermont State Laws

For the information of the Marlboro College community, relevant sections of the laws of the state of Vermont pertaining to alcoholic beverages, motor vehicles, regulated drugs and weapons are listed below. A more thorough text is available in the Dean's office.

Alcoholic Beverages

Minors Misrepresenting Age:

A minor (any person under 18 years of age) who falsely represents his age for the purpose of procuring or who procures malt or vinous beverages or spiritous liquor from any licensee, state liquor agency, or other person or persons or who possesses malt or vinous beverages or spiritous liquor for the purpose of consumption by himself or other minors, except in the regular performance of his duties as an employee of a licensee licensed to sell alcoholic liquor, shall be fined not more than $100 or imprisoned not more than thirty days, or both. (Title 7, Section 657)

Sale to Minors:

A person, licensee or otherwise, who sells or furnishes a minor with malt or vinous beverages or spiritous liquors shall be fined not more than $200 or imprisoned not more than one year or both. (Title 7, Section 658)

Definitions:

The term "person" would include any person, partnership, association or corporation which sells or furnishes alcoholic beverages to a minor whether in a private dwelling or otherwise. (1964-66, Op. Att'y General 163)

Adult Identification Cards, Offenses, Penalty:

Any person who misrepresents his age, or practices any deceit in the procurement of an adult identification card, or has in his possession a false identification card or uses or exhibits for the purpose of obtaining alcoholic beverages the identification card of another person or one which has been forged or altered, any person who loans or transfers his identification card to another for use in procurement of alcoholic beverages shall be guilty of a misdemeanor and shall be punished by a fine of $50 which fine shall not be suspended. (Title 7, Section 669)

Motor Vehicles

Operating vehicle under the influence of intoxicating liquor:

a. A person shall not operate, attempt to operate, or be in actual physical control of any vehicle on a highway while:
   1. there is .10 per cent or more by weight of alcohol in his blood, as shown by chemical analysis of his breath or blood, or
   2. under the influence of intoxicating liquor, or
   3. under the influence of any other drug or under the combined influence of alcohol and any other drug to a degree which renders him incapable of driving safely. A person may not be charged with more than one offense under this section arising out of the same incident.

b. For purposes of this subchapter, "intoxicating liquor" includes "alcohol," "malt beverages," "spiritous liquors" and "vinous beverages," as defined in section 2 of Title 7, and any beverage or liquid containing any of the foregoing.

c. For the purposes of this subchapter, "vehicle" means a motor vehicle as defined in section 4 of this title; and shall also mean a snowmobile as defined in section 801 of Title 31 when on a public highway.

d. A person who is an habitual user of or under the influence of any narcotic drug or who is under the influence of any other drug, substance or inhalant other than intoxicating liquor to a degree which renders him incapable of safely operating a vehicle may not operate, attempt to operate or be in actual physical control of any vehicle. The fact that a person charged with a violation of this section is or has been entitled to use such drug under the laws of this state shall not constitute a defense against any charge of violating this section. (Title 23, Section 1201)

Consent to chemical test:

Any person who operates, attempts to operate or is in actual physical control of any vehicle on a highway in this state is deemed to have given his consent to the taking of a sample of his breath for the purpose of determining the alcoholic content of his blood. If breath testing equipment is not reasonably available or if the person is unable to give a sufficient sample of his breath for testing, he is deemed to have given his consent to the taking of a sample of his blood for the same purposes. If in the officer's opinion a person is incapable of decision or unconscious or dead, it is deemed that his consent is given and a sample of his blood shall be taken. A sample of his breath or blood shall be taken whenever a state police officer, chief of police, or a police officer employed full-time by a town, city or incorporated village or sheriff has reasonable grounds to

believe that the person was operating, attempting to operate or was in actual physical control of any vehicle while under the influence of intoxicating liquor or drugs, or both. (Title 23, Section 1202)

A sample; report of analysis:

A. Only a physician or a licensed nurse or a medical technician may withdraw blood for the purpose of determining the alcoholic or drug content therein. This limitation shall not apply to the taking of breath specimens. A sufficient amount of breath or blood, as the case may be, shall be taken to enable the person, at his option, to have made an independent analysis of the sample, and shall be held for no more than 30 days from the date the sample was taken.

Any time within that period, the respondent may direct that the sample be sent to an independent laboratory of his choosing for an independent analysis. At no time shall the respondent or any agent of the respondent handle or otherwise have access to the sample. The results of any independent analysis made at the direction of the respondent shall be sent only to the respondent or his attorney. Chemical analysis of the person's breath or blood which is available to that person for independent analysis shall be considered valid under the provisions of this section when performed according to methods approved by the state department of health. The chemical analysis performed for the state shall be considered valid when performed according to a method or methods selected by the department of health. The department of health is required to use rule making procedures to select its method or methods.

B. A sample of breath or blood shall be obtained if feasible from any surviving operator whose vehicle is involved in a fatal accident... (Title 23, Section 1203)

Presumptions:

A. Upon the trial of any civil or criminal action or proceeding arising out of acts alleged to have been committed by a person while operating, attempting to operate or in actual physical control of a vehicle on a highway, the amount of alcohol in the person's blood or breath at the time alleged as shown by chemical analysis of the person's blood or breath shall give rise to the following presumptions:
   1. If there was at the time 0.05% or less by weight of alcohol in the person's blood or breath, it shall be presumed that the person was not under the influence of intoxicating liquor.
   2. If there was at that time in excess of 0.05% but less than 0.10% by weight of alcohol in the person's blood or breath, such fact shall not give rise to any presumption that the person was or was not under the influence of intoxicating liquor, but such fact may be considered with other competent evidence in determining whether the person was under the influence of intoxicating liquor.

B. Percent by weight of alcohol in the blood shall be based upon milligrams of alcohol per one hundred cubic centimeters of blood.

C. The foregoing provisions shall not be construed as limiting the introduction of any other competent evidence bearing upon the question whether the person was under the influence of intoxicating liquor, nor shall they be construed as requiring that evidence of the amount of alcohol in the person's blood, breath, urine or saliva must be presented. (Title 23, Section 1204)

Failure to submit to test:

a. If the person refuses to submit to a chemical test, it shall not be given but such refusal may be introduced as evidence in a criminal proceeding. If the person is charged with a violation of the vehicle laws, the court at the arraignment or as soon thereafter as is practicable shall hold a summary hearing, and take evidence relating to the reasonableness of the officer's belief that the respondent was operating, attempting to operate or in actual physical control of a vehicle on a highway while under the influence of intoxicating liquor or other drugs, or both. Upon a finding by the court that the officer had reasonable grounds to believe that the respondent was so operating, attempting to operate, or in actual physical control of a motor vehicle on a highway, the person's operator's license or nonresident operating privilege or the privilege of an unlicensed operator to operate a vehicle shall be suspended for a period of one year, and the person shall deliver his operator's license, if any, to the court, and the court shall forward it forthwith to the commissioner of motor vehicles. For any person who has complied with the provisions of subsection (b) of this section, the one-year period of suspension shall be reduced by the commissioner of motor vehicles to six months and the person's license shall thereupon be reinstated.

b. No license shall be reinstated prior to the expiration of one year to a person who does not successfully complete a driver's rehabilitation program supervised or certified by the commissioner. A fee not to exceed $50.00 shall be paid by the person to the commissioner to be used by him solely for the purpose of meeting the expenses of a driver's rehabilitation program. (Title 23, Section 1205)

Suspension of license for driving while under influence, reinstatement:

a. Upon conviction of a person for violating a provision of section 1201 of this title, or upon final determination of an appeal, the person shall deliver his operator's license, if any, to the court, and the court shall forward it forthwith to the commissioner of motor vehicles, along with the conviction report, and the commissioner shall immediately suspend the person's operating license, or nonresident operative privilege, or the privilege of an unlicensed operator to operate a vehicle for a period of one year from the date of conviction. For any person who has complied with the provisions of subsection (b) of this section, the one-year period of

suspension shall be reduced by the commissioner of motor vehicles to 90 days and the person's license shall be reinstated, upon such conditions as the commissioner may impose, after the expiration of 90 days from the date of suspension unless presentation of evidence at a hearing to the commissioner indicates that such a person is not a proper person to whom a license should be granted. After the revocation period has run following a first conviction, if the commissioner has not issued a license, the person may appeal the commissioner's decision to the superior court.

b. No license shall be reinstated prior to the expiration of one year to a person who does not successfully complete a driver's rehabilitation program supervised or certified by the commissioner. A fee not to exceed $50.00 shall be paid by the person to the commissioner to be used by him solely for the purpose of meeting the expenses of a driver's rehabilitation program. (Title 23, Section 1206)

Subsequent Convictions:

a. Upon a second conviction of a person for violating a provision of Section 1201 of this title more than three years after a first conviction, the person's license shall be suspended as for a first conviction under the provisions of Section 1206 of this title.

b. Upon a second conviction within three years of a first conviction of a person violating a provision of Section 1201 of this title, or upon final determination of an appeal, the person shall deliver his operator's license, if any, to the court, and the court shall forward it forthwith to the commissioner of motor vehicles, along with the conviction report, and the commissioner shall immediately revoke the person's operating license, or nonresident operating privilege, or the privilege of an unlicensed operator to operate a vehicle for three years from the date of conviction. For any person who has complied with provisions of subsection (c) of this section, the three-year period of revocation shall be reduced by the commissioner of motor vehicles to eighteen months and the person's license shall be reinstated upon such conditions as the commissioner may impose, after the expiration of eighteen months from the date of revocation unless presentation of evidence at a hearing to the commissioner indicates that such a person is not a proper person to whom a license should be granted. After the revocation period has run following a second conviction, if the commissioner has not issued a license, the person may appeal the commissioner's decision to the superior court. For a third or subsequent conviction of a person violating a provision of section 1201 of this title or upon final determination of an appeal, the person shall deliver his operator's license, if any, to the court, and the court shall forward it forthwith to the commissioner of motor vehicles, along with the conviction report, and the commissioner shall immediately revoke the person's operating license, or nonresident operating privilege or the privilege of an unlicensed operator to operator a vehicle for six years from the date of conviction.

c. No person shall be re-licensed prior to the expiration of three years unless he has successfully completed a driver's rehabilitation program supervised or certified by the commission; has paid a fee not to exceed $50.00 to the commissioner to be used solely for the purpose of meeting the expense of this program; and has satisfactorily completed a therapy program at his own expense agreed to by the individual and the driver rehabilitation program counselor.

d. Any person who is presently serving a license suspension for third and fourth offenses of section 1201 of Title 23 who was not involved as a driver in which a fatality occurred may be relicensed within 18 months of the effective date of this act if he has successfully completed a driver's rehabilitation program supervised or certified by the commissioner; has paid a fee not to exceed $50.00 to the commissioner to be used solely for the purpose of meeting the expense of this program; and has satisfactorily completed a therapy program at his own expense agreed to by the individual and the driver rehabilitation program counselor. (Title 23, Section 1205)

Regulated Drugs

Acts Prohibited:

It shall be unlawful for any person to possess, have under his control, sell, prescribe, administer, dispense or compound any regulated drug, except as authorized in Title 18, Section 4205.

Violations; penalties:

A. A person knowingly and unlawfully possessing marijuana may be imprisoned for not more than six months, or fined not more than $500 or both.

B. A person knowingly and unlawfully possessing a depressant or stimulant drug, narcotic drug, or a hallucinogenic drug may be imprisoned for not more than one year, or fined not more than $1,000 or both.

C. A person convicted of a second or subsequent offense of subsection (A) of this section or violating the provisions of Section 4223 of this title may be imprisoned for not more than two years or fined not more than $2,000, or both.

D. A person convicted of a second or subsequent offense of subsection (B) of this section or violating any of the provisions of Section 4223 of this title may be imprisoned for not more than two years and one day or fined not more than $3,000, or both.

E. A person knowingly and unlawfully possessing a regulated drug with the intent to sell the same or in an amount consisting of

1. one or more preparations, compounds, mixtures of substances
   a. containing 500 milligrams or more of a narcotic drug or
   b. an aggregate weight of one-half ounce or more, containing any marijuana, or
   c. an aggregate weight of one-half ounce or more of raw or prepared opium or

2. one hundred times a recommended maximum individual dosage designated by the board of health of a depressant or stimulant drug or

3. 500 micrograms or more of lysergic acid diethylamide or 50 milligrams or more of psilocybin or 700 milligrams or more of mescaline or 200 milligrams of dimethyltriptamine or such amount of one or more other hallucinogenic drugs having equivalent pharmacologic effect to the foregoing, shall be imprisoned for not more than three years, or fined not more than $3,000, or both.

under this section shall not be necessary to authorize medical or hospital care for such dependence, or disease, as the case may be.

The parent, parents or legal guardian shall be notified by the physician if the condition of a minor child requires immediate hospitalization as a result of drug usage or for treatment of a venereal disease. (Title 18, Section 4226)

Forfeiture of conveyances:

A. Any conveyance, including aircraft, vehicles or vessels shall be subject to forfeiture to the state and no property right shall exist therein upon conviction of the registered owner of such conveyance of a violation of this chapter penalized by section 4224 (E), (F),(G), or (I) of this title, provided that the conveyance was used or intended for use by the registered owner in any manner to facilitate such violation.

B. A registered owner who, without prior permission of the court, transfers, sells, assigns, conveys, gives, encumbers, or removes from the state a conveyance subject to forfeiture under this section shall, in addition to any other penalty under this chapter, be fined not more than $5,000 or imprisoned for not more than six months or both. (Title 18, Section 4227)

Violations, Presumptions:

A. Possession of a false or forged prescription for a regulated drug by any person other than a pharmacist in the pursuance of his profession shall be presumptive evidence of his intent to use the same for the purpose of illegally obtaining a regulated drug.

B. The presence of a regulated drug in an automobile, other than a public omnibus, is presumptive evidence of knowing possession thereof by each and every person in the automobile at the time such drug was found; except that such presumption does not apply

1. to a duly licensed operator of an automobile who is at the time operating it for hire in the lawful and proper pursuit of his trade, or
2. to any person in the automobile if one of them, having obtained the drug and not being under duress, is authorized to possess it and such drug is in the same container as when he received possession thereof, or
3. when the drug is concealed upon the person of one of the occupants. (Title 18, Section 4221)

Common Nuisance:

Any store, shop, warehouse, dwelling house, building, vehicle, boat, aircraft or any place whatever, which is resorted to by persons for the purpose of using regulated drugs or which is used for the illegal keeping or selling of the same, shall be deemed a common nuisance. No person shall keep or maintain such a common nuisance. (Title 18, Section 4222)

Fraud or deceit:

A. No person shall obtain or attempt to obtain a regulated drug, or procure or attempt to procure the administration of a regulated drug,

   1. by fraud, deceit, misrepresentation, or subterfuge,
   2. by the forgery or alteration of a prescription or of any written order,
   3. by the concealment of a material fact,
   4. by the use of a false name or the giving of a false address.

B. Information communicated to a physician in an effort unlawfully to procure a regulated drug or unlawfully to procure the administration of any such drug shall not be deemed a privileged communication.

C. No person shall, for the purpose of obtaining a regulated drug, falsely assume the title of, or represent himself to be a manufacturer, wholesaler, pharmacist, physician, dentist, veterinarian or other authorized person.

D. No person shall make or utter any false or forged prescription or false or forged written order.

E. No person shall affix any false or forged label to a package or receptacle containing regulated drugs.

F. The provisions of this section shall apply to all transactions relating to amounts or types of drugs excepted from the provisions of this chapter by regulation of the Board of Health under Section 4204 of this title, in the same way as they apply to transactions relating to any other regulated drug.

G. Any person who in the course of treatment, is supplied with regulated drugs, or a prescription therefore by one physician and who, without disclosing the fact, is knowingly supplied during such treatment with regulated drugs or a prescription therefore by another physician, shall be guilty of a violation of this section. (Title 18, Section 4334)

87

F. A person knowingly and unlawfully possessing a regulated drug with an intent to sell the same for a consideration or in an amount consisting of

1. one or more preparations, compounds, mixtures or substances
   a. containing 1.0 grams or more of a narcotic drug, or
   b. having an aggregate weight of two or more ounces containing any marijuana, or
   c. having an aggregate weight of two or more ounces of raw or prepared opium, or

2. three hundred times a recommended dosage designated by the board of health of a depressant or stimulant drug, or

3. 1,000 micrograms of lysergic acid diethylamide or 100 milligrams or more of psilocybin or 1.40 grams or more of mescaline or 400 milligrams of dimethyltriptamine or such amount of one or more other hallucinogenic drugs having equivalent pharmacologic effect to the foregoing, shall be imprisoned for not more than five years or fined not more than $5,000, or both.

G. A person knowingly and unlawfully manufacturing, cultivating, compounding, dispensing, administering, prescribing or selling for a consideration a regulated drug shall be imprisoned for not more than five years and fined not more than $10,000.

H. A person knowingly and unlawfully dispensing, administering, prescribing, or selling to a person under the age of 18 a narcotic, depressant or stimulant drug or hallucinogenic drug shall be imprisoned for not more than 25 years or fined not more than $25,000, or both.

I. A person convicted of a second or subsequent offense of subsection (G) or (H) of this section shall be imprisoned for not more than twenty-five years and fined not more than $25,000. (Title 18, Section 4224)

Minors, treatment, consent:

If a minor 12 years of age or older is suspected either

1. to be dependent upon regulated or hallucinogenic drugs as defined in Section 4201 of this title, or

2. to have venereal disease, and the finding of such dependency or disease is verified by a licensed physician, the minor may give his consent to medical treatment and hospitalization if deemed necessary for diagnosis or treatment of such dependency or disease. Consent under this section shall not be subject to disaffirmance due to minority of the person consenting. The consent of the parent or legal guardian of a minor consenting

Section X

MARLBORO COLLEGE ALUMNI ASSOCIATION BY-LAWS

Article 1. NAME. This association shall be known as the Marlboro College Alumni Association.

Article 2. PURPOSE. The purpose of this Association shall be to promote the interests of Marlboro College and provide for good fellowship among the members of the Association.

Article 3. MEMBERSHIP. Any person who has been a student at Marlboro College and is no longer enrolled shall be a member of the Association.

Article 4. ALUMNI COUNCIL. The general management of the Association shall be vested in the Alumni Council. The Council shall be composed of not less than twenty-five members of the Association, or one member for the number of classes that have graduated from Marlboro. Council members shall be elected in a manner provided in Article 6, and shall serve for a term of two years commencing on the date of the annual meeting of the Association.

Article 5. OFFICERS. The Officers of the Association shall be a President and a Secretary. They shall be chosen as provided in Article 6 and shall serve for a term of two years. They shall have the customary powers and duties of their respective positions and shall be ex officio members of the Alumni Council. The Alumni Association may, at its discretion, create other offices and provide for the selection, duties, and powers of such offices.

Article 6. ELECTION PROCEDURE. There shall be a nominating committee of three persons appointed by the President, who shall also designate its chairman. The committee shall prepare a slate of nominations for officers and for Alumni Council members. Such nominations shall be placed on a ballot prior to the annual meeting of the Association.

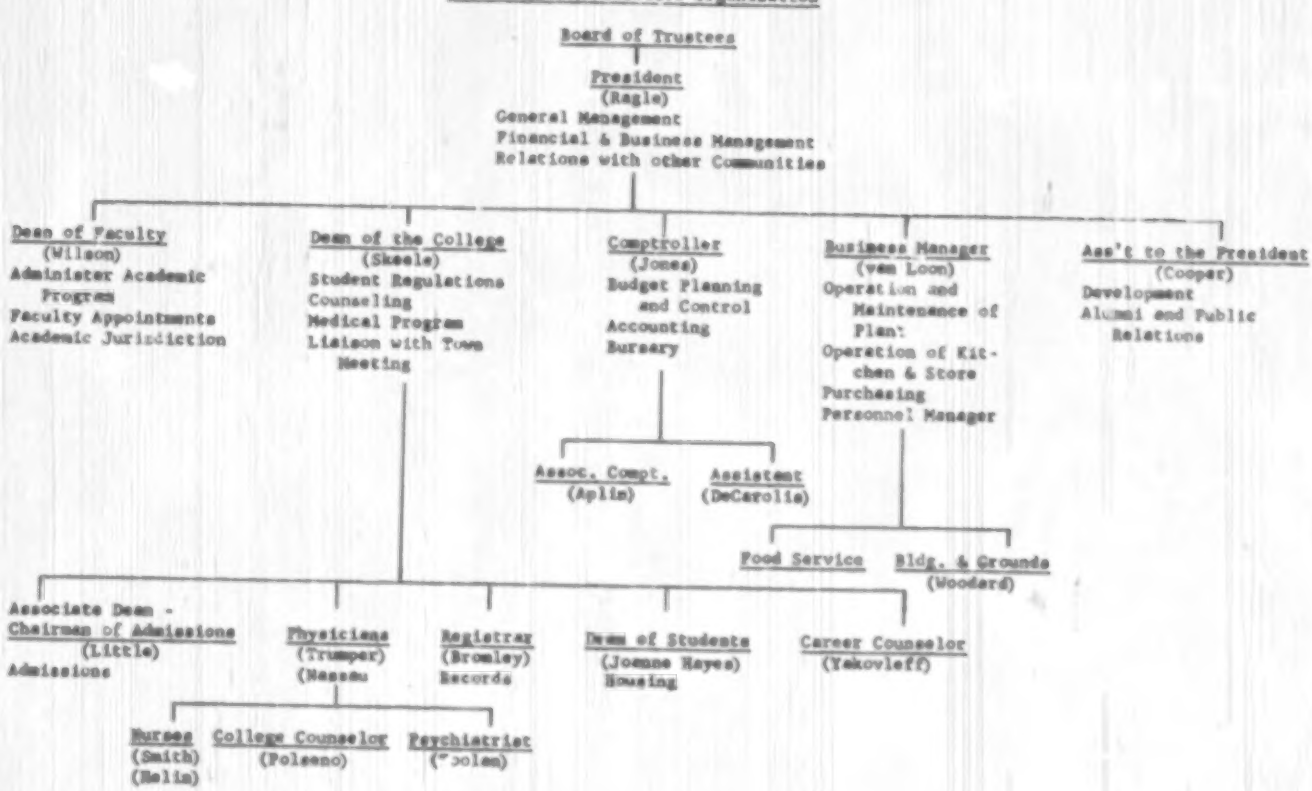
Article 7. MEETINGS.

a. Association Meetings: The annual meeting of the Association shall be held in the spring of each year at a time and place as set by the President. Written notice of said meeting shall be mailed to each member of the Association at his last known address not less than one month in advance. Other meetings may be held at such times and places and on such notice as shall be fixed by the Alumni Council. Fifteen members of the Association shall constitute a quorum for the transaction of business at all meetings of the Association.

b. Alumni Council: The Council shall meet at least once in the fall and once in the spring. Written notice of such meetings shall be given at least three weeks in advance. Other meetings of the Council may be held at such times and places and on such notice as shall be fixed by the President. Five members of the Council shall constitute a quorum for the transaction of business at all meetings of the Council.

Article 8. AMENDMENTS. The By-Laws may be amended by a majority vote of the members present at any meeting of the Association, provided notice of the proposed amendment be sent to each member of the Association with the notice of the meeting.

Chart of Administrative Organization



Dormitory Phones

All-the Way	254-8574
Cottage 1	254-9817
Cottage 2	254-9822
Cottage 3	254-8918
Cottage 4	254-8943
Cottage 5	254-9866
Cottage 6	254-8913
Halfway	254-8926
Happy Valley	254-8980
Howland	254-9887
Mather	254-9852
Mumford Cabin 2	254-9125
Random	254-9802
Random Addition	254-8593
Schrader	254-8961